

**U.S. Department of Energy
Office of Training and
Human Resource
Development (ME-51)**

**Performance Based Professional
Skills and Technical Training**

Customer Outreach Guide

Contract DE-AM01-98AD83857



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United States Department of Energy
Office of Training and Human Resource Development (ME-51)
Professional Skills and Technical Training Program

Introduction

Background

The Professional Skills and Technical Training Program is an established, performance-based program which directly supports the accomplishment of the DOE Strategic Plan and the Defense Nuclear Facilities Safety Board (DNFSB) recommendations. This Program is a key element of DOE's Corporate Approach to Training and its Training Centers of Excellence model of curriculum management.

The Program is responsible for the design, development, and delivery of competency-based courses to meet critical skill development needs in Project Management, Program Management, and Acquisition and Assistance Management. A series of Continuing Education courses has been added to present new topics and refresher training. Program offerings include modular course design, and customized, just-in-time training, for on-site and centralized delivery. The Program has a twenty-year track record of providing professional training and training services throughout the DOE complex.

The Professional Skills and Technical Training Program is supported by a performance-based, requirements contract for training delivery and ancillary services; available at a "best value" competitively set fixed price. In addition to our catalog of course offerings, the Professional Skills and Technical Training Program can provide a variety of ancillary support services to DOE organizations. These services include training needs assessments, competency development, training and development business plans, and evaluation activities.

This Guide has been developed as a ready reference for both training managers and line managers to easily assess the Program's capabilities to provide the training and training management services required to meet their performance objectives through the next five years. For specific questions on training courses, please contact the appropriate DOE manager listed in the Points of Contact section. To discuss training management services, please contact Cheri Dent, Program Manager at (202) 426-1347. Should you have questions, comments, or feedback on this Guide, please contact Mary Veit at (202) 426-1344.

Training Courses

The Program currently lists over ninety courses in five basic curricula: Acquisition and Assistance Management; Program Management; Project Management; Technical; and Interdisciplinary Skills; and the Continuing Education Series which presents new topics and refresher training.

All of the courses have been developed using a systematic approach to training or instructional systems design methodology. They have been specifically developed to ensure a standardized presentation of DOE policies and procedures and represent current Departmental objectives. The courses are maintained in an updated status to reflect the ever-evolving changes mandated by law and public policy. They are presented from a complex-wide perspective to support standardized implementation of policies and procedures in meeting DOE's performance objectives. However, specific course material can be adapted or tailored to meet individual site, program, or project objectives for your site.

Training Development

The courses listed in this guide represent topical areas and courses in recurring delivery. As the Department continues to mature and meet new challenges, new training courses will be required. Current courses will be de-emphasized as DOE personnel gain the knowledge, skills and abilities that merited their initial development and delivery. A primary objective of DOE training is the minimization of redundant course development to meet complex-wide requirements which is central to DOE's Corporate Approach to Training. The Professional Skills and Technical Training Program provides this by offering competitively priced course design, course development, and course prototyping through its contract. We hope you will take advantage of this Program, to the maximum extent practicable, to identify and meet future training needs which have a complex-wide application.

The full range of technology-supported learning and instruction is available, including interactive television (ITV), multi-media (MM), computer based training (CBT) and Internet and web-based training. A variety of delivery scenarios are also available, allowing the DOE manager to select from formal courses, workshops, or self-paced instruction, shaping the training development and delivery to meet the target participants' need and availability.

Training Management Support Services

To better meet DOE's training management requirements, the Office of Training and Human Resource Development expanded the Professional Skills contract to incorporate those functions often characterized as "training management." These functions include, but are not limited to:

- Training and Development Business Planning
- Training Needs Assessments
- Competency Development
- Schedule Development
- Evaluation Activities
- Logistics/Meeting Coordination
- Training Surveys
- Research Activities
- Report Writing
- Training Administration
- Administrative Assistance

These services are available both to Headquarters program offices and to all DOE Field Offices and activities to meet your needs at a market-determined "best-value" price without having to proceed through the often time-consuming competitive acquisition process. The contract has already been competed and awarded. Our contractor has a team of experienced professionals available to meet your requirements within each of the Program's four zones. Please see "Training Management Services" for the details on how to use this section of the Professional Skills Program.

Our purpose under this Professional Skills Training Program contract remains aligned with yours: to improve DOE's professional performance through development and delivery of the most cost-effective, requirements-driven training program. While the decentralized management of training and the geographically dispersed Training Centers of Excellence might opt for site-selected vendors, the ability to standardize training which has a standardized application across the complex is still necessary to achieve DOE's training objectives. The requirements nature of the contract applies to those training curricula, topics, and courses where the Department seeks to ensure consistency of certification, content, and cost. Program-level training which has applicability at various DOE field offices meet this requirement; training on site-specific procedures does not.

This Customer Outreach Guide has been developed to assist DOE managers in meeting their specific program performance requirements through the application of relevant, professional training and training management services. It lists several specific courses and training management support functions which are representative of the scope of work envisioned under this Program and its contract. Please contact the Office of Training and Human Resource Development to discuss and determine whether your training requirements may be best met through this Professional Skills and Technical Training Program.

DOE's Professional Skills and Technical Training Contract (Contract DE-AM01-98AD83857)

The Office of Training and Human Resource Development, developed a solicitation with the following elements:

- Five Year contract, small business set aside, competitively awarded
- Fixed Price Training Development and Delivery
 - Includes all costs except provision of training facility by DOE
- Technical Training added to the traditional Professional Skills curricula of Acquisition, Program, Project, and Interdisciplinary Training
 - A representative list of approximately ninety subject area courses
 - Provisions for Technology Supported Learning
- Performance-based, with profit determined by DOE evaluated performance
- Time and Materials Ancillary Training Management Support Services
 - Personnel capable of providing the full range of ISD/SAT services
 - Support teams in place in each of the contract's four zones
- Requirements contract, requiring the Department to first seek assistance under this contract to perform the training development, delivery, and support services specified in the contract

To accomplish the objectives of the Office of Training and Human Resource Development's Professional Skills and Technical Training Program, DOE has once again teamed with Atlantic Management Center, Incorporated (AMCI), a woman-owned, small business with a history of superior performance in regulatory and management training both in the Department of Energy and the broader Federal sector. AMCI's well-qualified professional staff, strong performance record, competitive pricing structure, and willingness to place all of their profit at risk as a guarantee of future performance were instrumental factors in their being competitively awarded DOE's expanded, performance based training contract.

DOE awarded the five-year contract to AMCI on March 25, 1998. It will remain in effect through March 24, 2003. A copy of the contract has been provided for your reference in this Guide. See **Contract DE-AM01-98AD83857**, located at the back of this publication.

The following data demonstrates the Professional Skills and Technical Training Program performance in terms of cost-effectiveness and quality. We are convinced that with the increased curriculum management focus that the Training Centers of Excellence will provide, and your support in sponsoring and utilizing these Department-wide courses, we can improve our already high training quality and maintain low costs.

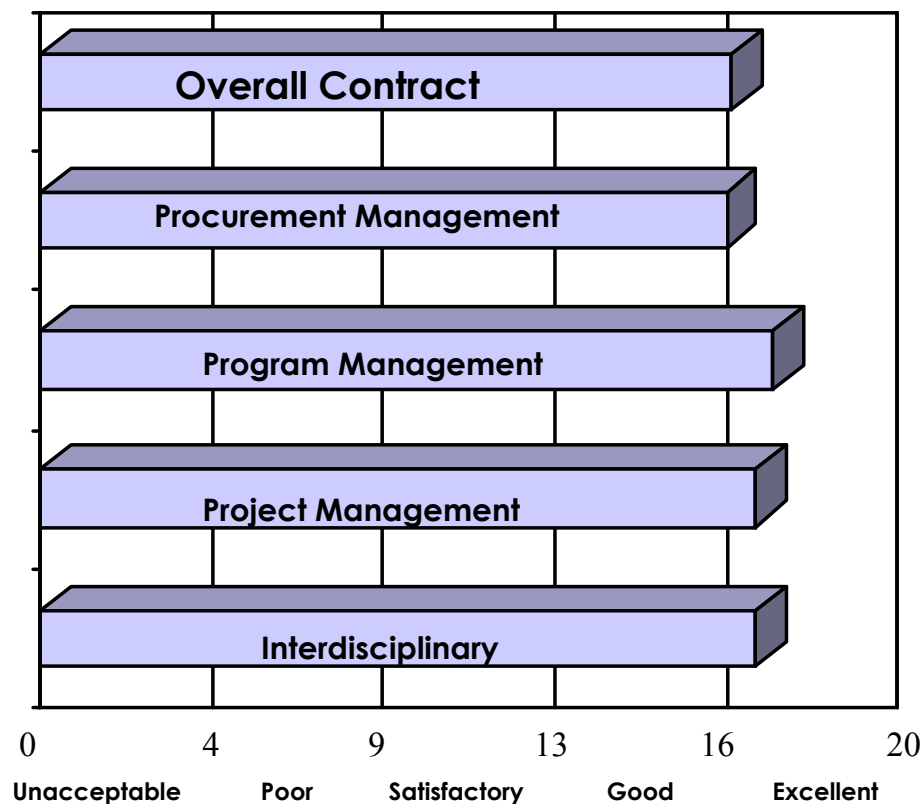
Cost Effectiveness

1993-1998

Classes	Participants	Student Days	Average Class Size	Classroom Delivery Cost per Student Day	Delivery and Development Cost per Student Day
430	7719	31,428	18	\$118	\$145

Overall Contract Performance

1993-1998



Points of Contact

Office of Training and Human Resource Development

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Interdisciplinary Series Manager	Jeanne Williams Telephone: (202) 287-1685 e-mail: Jeanne.M.Williams@hq.doe.gov
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Project Management Series	Mary Veit Telephone: (202) 586-6045 e-mail: Mary.Veit@hq.doe.gov
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Training Management Services (Ancillary Support)

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Western (Zone D) Manager
(Idaho Falls, Las Vegas,
Oakland, Richland)

John Erben
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Professional Skills Training

List of Course Titles and Codes

(Note: For ease of reference, Continuing Education courses are listed both with their series and as a separate series set.)

Acquisition Management Series:

PR10	Basic Procurement
PRS01	Contract Administration
PRS03	Contract Negotiation Techniques
PRS11	Federal Financial Assistance
PRS16	Acquisition Management for Technical Personnel
PRS17	Contract Administration for Technical Representatives (COR)
PRS20	Small and Disadvantaged Business Utilization Program
PRS21	Utilities Planning and Management
PRS22	Advanced Acquisition Management
PRS23	Acquisition for Senior Level Personnel
PRS24	Acquisition Executive Seminar
PRS26	Advanced Cost Type Contracts (R&D, Incentives, M&O)
PRS27	Federal Financial Assistance Administration
PRS28	Federal Financial Assistance for Technical Personnel
PRS29	Personal Property Management
PRS30	DOE Management of Non-DOE Funded Work
Not Yet Assigned	DOE Oversight of Contractor Human Resource Management Programs
Not Yet Assigned	DOE Cost Principles
Not Yet Assigned	DOE Financial Assistance Funds Management
CON301	Executive Contracting

Continuing Education Courses

PRCE01	Contracting for Services Under the Performance-Based Contracting Method
PRCE02	Cost Analysis for Technical Personnel
PRCE03	Contract Law for Technical Personnel
PRCE04	Types of Contracts
PRCE05	Price Analysis
PRCE06	Source Selection in the Department of Energy
PRCE07	Advanced Contract Administration
PRCE08	Market Research/Commercial Item Acquisition

Program Management Series:

PGM01	Program Management Overview
PGM02	Program Planning
PGM03	Resource Management
PGM04	Environmental Safety and Health
PGM05	Program Execution, Control and Evaluation
PGM06	Effective Decision Making Processes and Tools

Continuing Education Courses

PGCE01	Designing, Writing, and Measuring Performance Objectives
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Project Management Series:

PMC10	Project Management Core Overview
PMC11	Project Management Overview Train the Trainer
PMMS1	Project Planning
PMMS2	Cost and Schedule Estimation and Analysis
PMMS3	Project Execution
PMMS5	Best Practices in DOE Project Management
PMMS6	Project Control Systems
PMMS10	DOE Maintenance Policy and Oversight
PMMS11	The Federal Budgeting Process in DOE
PMMS14	Site Development Planning Management Overview
PMMS15	Site Development Planning Management

Continuing Education Courses

PMCE01	Life Cycle Cost Estimating
PMCE02	Introduction to Systems Engineering
PMCE03	Project Risk Analysis and Management
PMCE04	Breaking the Code: Understanding Project Management
PMCE05	Value Engineering
PMCE06	Facilities Maintenance Management

Technical Series:

EF001	DOE Complex Overview
EF002	Pipes, Valves and Pumps
EF003	Mathematics Refresher
EF004	Heating, Ventilation and Air Conditioning
EF005	Nuclear Physics/Radiation Monitoring
EF006	Regulatory Overview
EF007	Chemical Processing in Defense Nuclear Facilities
EF008	Thermal Science Applications at Defense Nuclear Facilities

EF009	Process Instrumentation
EF010	Electrical Principles
EF011	Materials Science and Corrosion

Interdisciplinary Series:

PSIN18	Overview of Metrics
PSIN20	Metrics Train the Trainer
PSIN22	Changing Dimensions in DOE
PSIN23	Risky Business - Safety in DOE
PSIN24	Metrics Self Study Course
PSIN25	Indirect Costs for Program/Project Managers
PSIN27	Safety and Health Orientation
PSIN28	Performance-Based Management Contracting
PSIN29	Life Cycle Asset Management
DWHRI0004	Individual Development Plan Workshop for Employees
DWHRI0005	Individual Development Plan Workshop for Supervisors
DWHRI10011	Headquarters Mentoring Program

Continuing Education Series:

Program Management

PGCE01	Designing, Writing, and Measuring Performance Objectives
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Project Management

PMCE01	Life Cycle Cost Estimating
PMCE02	Introduction to Systems Engineering
PMCE03	Project Risk Analysis and Management
PMCE04	Breaking the Code: Understanding Project Management
PMCE05	Value Engineering
PMCE06	Facilities Maintenance Management

Acquisition Management

PRCE01	Contracting for Services Under the Performance-Based Contracting Method
PRCE02	Cost Analysis for Technical Personnel
PRCE03	Contract Law for Technical Personnel
PRCE04	Types of Contracts
PRCE05	Price Analysis
PRCE06	Source Selection in the Department of Energy
PRCE07	Advanced Contract Administration
PRCE08	Market Research/Commercial Item Acquisition

Headquarters Training Program:

(for metropolitan Washington, DC Headquarters offices only)

HQ220 Effective Writing

HQ225 Financial Planning and TSP

HQ231 CSRS Retirement Preparation Seminar

HQ232 FERS Retirement Preparation Seminar

HQ233 CSRS Mid-Career Planning Seminar

HQ234 FERS Mid-Career Planning Seminar

HQ241 Management Analysis

HQ327 Project Management for Support Staff

HQ605 Essentials of English

HQ606 Interpersonal Communications

HQ608 Proofreading

HQ615 Time Management

Course Schedule

This section is provided as a place to file the Professional Skills Training course schedule. The schedule is frequently updated. Current copies can be obtained by contacting the Office of Training and Human Resource Development, (202) 426-1506, or Atlantic Management Center, (703) 256-0509.

Acquisition Management Training Courses

Acquisition Management Series Manager: Cheri Dent

Telephone: (202) 426-1347

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Basic Procurement (PR10)

15 days

Basic Procurement is a competency-based, foundation course. This training is required of all GS-1102s. Participants receive an overview of acquisition laws, regulations and directives that govern the DOE acquisition function as well as an understanding of their roles and responsibilities. Daily homework and class assignments will help participants prepare for the weekly tests. Non-procurement personnel are encouraged to take Acquisition Management for Technical Personnel (PRS16) instead of this course. Topics included are standards of ethical conduct, acquisition planning, analysis of technical requirements, sourcing, solicitation activities, small purchase procedures, sealed bidding, contracting by negotiation, cost and price analysis, award, protests and post award activities.

Recommended prerequisite(s): none

Target participants: GS-1102s

Contract Administration (PRS01)

5 days

This course focuses on understanding the administration of *non-management and operating (M&O) contracts*. Emphasis is placed on learning the applicable Federal Acquisition Regulations (FAR), Department of Energy Acquisition Regulations (DEAR), and other key DOE regulatory documents. The scope of contract management and administration from the date of formation to contract closeout is emphasized. Topics include contract administration planning, post-award orientation, monitoring contractor performance, problem resolution, termination, contract modification/options, financial management, subcontracts management, property administration, contract closeout, and managing support services contracts.

Recommended prerequisite(s): PR10

Target participants: GS-1102s

Cost and Price Analysis (PRS02)

10 days

This course enables participants to be able to perform a price analysis and analyze cost data for DOE. There will be daily homework, class activities, and a weekly examination in order to receive a certificate of completion. Topics include objectives of contract pricing, fair and reasonable pricing, Truth in Negotiations Act, price analysis methods, performing price analysis, preparing for cost analysis, principles of allowability, cost analysis of direct costs, cost analysis of indirect costs, profit/fee analysis, and special pricing considerations.

Recommended prerequisite(s): PR10

Target participants: GS-1102s

Contract Negotiation Techniques (PRS03)**5 days**

This course is designed to give contracting personnel, particularly DOE contract specialists and cost/price analysts, a foundation in negotiating. Participants will participate in mock negotiations that will take them through each stage of the process and increase their confidence in their negotiation skills. Topics include: review of contract types; overview of Government contract negotiations; factfinding; preparation for negotiation; conducting negotiations; negotiation techniques and tactics; and negotiating contract modifications.

Recommended prerequisite(s): PR10

Target participants: contract specialists and cost/price analysts

Contract Law (PRS05)**10 days**

This course is useful for experienced contracting personnel who formulate DOE contracts and monitor contract performance. The first week focuses on the foundations of Government contract law. The second week, participants are given opportunities to investigate topics unique to the DOE contracting mission. This course will be most beneficial to DOE contracting specialists who have completed Basic Procurement (PR10) and Contract Administration (PRS01). Advanced reading is provided. Topics include: Government contracting powers; methods of forming Government contracts; Department of Energy Accountability Rule; contract funding and financing; specifications and work statements; inspection, acceptance, and warranties; contract changes; intellectual property; Government property; contract termination; protests and disputes.

Recommended prerequisite(s): PR10, PRS01

Target participants: experienced contracting personnel

Federal Financial Assistance (PRS11)**5 days**

PRS11 introduces DOE employees to the basic processes and applications of the Federal financial assistance program. Entry-level personnel who take this course will have the ability to negotiate and award a Federal financial assistance instrument. Evening reading is required. Topics include: types of assistance; overview of assistance requirements; selection process; determining and negotiating award details, and making the award.

Recommended prerequisite(s): none

Target participants: any DOE personnel, including entry-level, who work with Federal financial assistance instruments

Acquisition Management for Technical Personnel (PRS16, formerly PRS25)

5 days

This course is intended for a non-procurement audience. The course is ideal for program and project personnel involved in generating procurement requests or participating in source selection activities. Participants will receive a solid foundation in the processes and applications of acquisition activities that happen before a contract is awarded. Topics include: ethics; contracting methods; types of contracts; pre-award process; contract administration; and trends in Government contracting.

Recommended prerequisite(s): none

Target participants: program and project personnel

Contract Administration for Technical Representatives (PRS17)

3 days

Designed for employees who have valuable technical or functional expertise but little formal training in procurement, who need to know what to do when tasked to be Contracting Officer's Representative (COR) on a DOE non-M&O prime contract. Topics include: authorities and responsibilities; ethics; communicating with the contracting officer; understanding the contract; contract planning; modifying contracts; ratifying contracts; issuing task orders; exercising contract options; evaluating contractor performance; handling performance problems; completing the contract; and contract termination.

Recommended prerequisite(s): none

Target participants: personnel tasked to be CORs who may not necessarily have formal training in procurement

Small and Disadvantaged Business Utilization Program (PRS20)

3 days

This course describes the policies and procedures of the Federal socioeconomic preference programs and the governing laws and regulations. It provides an overview of the roles of the key personnel in the implementation of the Small and Small Disadvantaged Business Utilization program in DOE. Topics include: role of Small Business Administration (SBA) personnel; certificates of competency; small business set-asides; women-owned business; rural area enterprise program; and small business in R&D contracting. This course is designed primarily for small business specialists and also program, project and acquisition personnel seeking to enhance their knowledge of the focused subject of DOE's small and small disadvantaged business utilization program and related preference programs.

Recommended prerequisite(s): PR10, PRS06, or equivalent knowledge/experience

Target participants: small business specialists; program, project and acquisition personnel

Utilities Planning and Management (PRS21)**4 days**

This course is designed to bring together DOE employees from the facilities management, procurement, headquarters and field areas for a dynamic workshop in DOE utilities planning and management. Participants will gain insights into the “How’s” and “Why’s” of DOE’s utility planning, procurement and management from a panel of DOE experts. Participants will gain skills they can use on the job as they acquire utility services and supplies for the Department. Topics include: public utilities; identifying utility service and supply issues at DOE; key terms and concepts; site utilities planning; planning and preparing a utility options study; overview of the DOE procurement process; DOE’s utility procurement process – selection and award; and DOE’s utility procurement process – contract management.

Recommended prerequisite(s): none

Target participants: DOE personnel instrumental in facilities management, planning, or procurement

Advanced Acquisition Management (PRS22)**10 days**

This course considers the Federal acquisition mission of DOE, with attention to the nature and use of management tools, along with analysis of representative procurement problems and decision making techniques. This course covers topics such as acquisition planning, funding, unsolicited proposals, socioeconomic programs, service contracts, sealed bidding, negotiation, cost and pricing policies, protests, quality assurance, contract modifications, claims and termination for convenience.

Recommended prerequisite(s): PR10, PRS01, PRS02, and PRS03

Target participants: acquisition personnel at the intermediate level (GS-9 to GS-12) or those who have had at least 5 years experience in the acquisition field

Acquisition for Senior Level Personnel (PRS23)**5 days**

This course is designed to refresh attendees with key acquisition policies and concepts at DOE. The instruction is fast-paced, and the reading workload is demanding. The content includes ethics in Government contracting.

Recommended prerequisite(s): PRS22

Target participants: senior level (GS-13 and above) acquisition personnel

Acquisition Executive Seminar (PRS24)**5 days**

This course is designed to acquaint attendees with new developments in acquisition and the effect on acquisition practices of recent statutes, regulations, decisions or court proceedings. The seminar approach is broad in nature and sufficiently flexible to permit discussing issues of interest to all attendees. Policy making level officials may be guest speakers. The dynamic nature of acquisition is reflected in this seminar; therefore, the seminar should be attended no less frequently than every five years.

Recommended prerequisite(s): PRS22

Target participants: senior level (GS-13 and above) acquisition personnel

**Advanced Cost Type Contracts (R&D, Incentives, M&O, M&I)
(PRS26)****5 days**

This is an advanced course designed to provide further insight into limited specialized aspects of cost-type contracting. Passing a test is required for a certificate of training completion. The content includes: research and development contracting, with special solicitation techniques; incentive contracting, overview and concepts; award fee contracts, award and administration; and administering management and operating or integrating contracts. The course is designed for personnel with at least three years of acquisition experience who require knowledge of the special types of cost reimbursement contracts award.

Recommended prerequisite(s): PR10, PRS01, PRS03

Target participants: *personnel with at least three years of acquisition experience*

Federal Financial Assistance Administration (PRS27)**3 days**

This course covers matters involving the administration of grants and cooperative agreements and other financial assistance instruments. The course is designed for entry level personnel handling financial assistance and others involved in the administration of grants and cooperative agreements.

Recommended prerequisite(s): PRS11

Target participants: *GS-5 to GS-8 personnel involved with financial assistance, grants administration and cooperative agreements*

Federal Financial Assistance for Technical Personnel (PRS28)**2 days**

This course provides an overview for program and project personnel of the roles and responsibilities in managing Federal financial assistance. There will be a particular focus on the difference between acquisition and assistance and the respective roles of program/project personnel and procurement personnel. Course content includes merit review responsibilities, technical evaluations, contracting officer/program official interaction, procurement request preparation, and fixed obligation grants. The course is designed for program and project personnel requiring a specialized knowledge of Federal financial assistance.

Recommended prerequisite(s): none

Target participants: *program and project personnel*

Personal Property Management (PRS29)**5 days**

This course provides an in-depth knowledge of the policies, procedures, and regulations concerning the management of DOE property held by DOE offices and management and operating contractors; the responsibility of DOE offices for oversight of contractors and financial assistance recipients with Government property; and the necessary review techniques to accomplish contractor personal property management oversight assessments. Passing a test is required for a certificate of training completion.

Recommended prerequisite(s): none

Target participants: *property management specialists and others requiring knowledge of personal property management systems in DOE*

DOE Management of Non-DOE Funded Work (PRS30)**3 days**

This course provides an understanding of DOE policy, responsibilities and procedures for budgeting, reviewing, authorizing, financial control, and oversight, including monitoring of non-DOE funded projects performed under DOE contracts. Work for Federal and non-Federal entities will be covered. In addition to statutes, regulations, and DOE orders that govern non-DOE funded work, the extent of such work within the Department, historical perspective, issue, benefits, and case studies will be covered. The course includes instruction on legislative authorities and regulations, budgeting and appropriations process, and reviews, audits and issues.

Recommended prerequisite(s): none

Target participants: *managerial, technical, and administrative personnel with a need for an in-depth knowledge of the management of non-DOE funded work*

DOE Oversight of Contractor Human Resource**Management Programs (Course Code Not Yet Assigned)****4 days**

This course introduces participants to DOE's requirements for, and oversight of, contractor human resource management. Through instruction and exercises, participants gain the skills and knowledge necessary to: describe the essential principles and concepts of the human resource discipline, as practiced by DOE; identify the DOE contractor's requirement for human resource management, including processes, responsibilities, and cost allowability criteria; and demonstrate an understanding of the human resource management performance requirements in the functional area in which they respond and interact with DOE project management staff and contractors.

Recommended prerequisite(s): none

Target participants: *Both DOE human resource and contract management team personnel*

DOE Cost Principles (Course Code Not Yet Assigned)**2 days**

This course is one of three financial assistance courses offered for by DOE. The combination of all three courses qualifies employees to be a warranted grants officer. This particular course focuses on understanding the cost principles of OMB Circulars A-21, A-122, and A-87 as implemented for DOE requirements, and the appropriate amount of cost analysis required to successfully award Federal assistance instruments. Several practical interactive exercises assist students in the application of the cost principles. Evening reading is required. Topics include instruction on OMB Circulars A-21, A-122 and A-87, allowability and allocability of the grantees' proposed costs, and the elements of an indirect cost rate.

Recommended prerequisite(s): PRS11

Target participants: and DOE personnel, including entry-level, who work with Federal financial assistance instruments

DOE Financial Assistance Funds Management**(Course Code Not Yet Assigned)****2 days**

This course is one of three financial assistance courses offered for by DOE. The combination of all three courses qualifies employees to be a warranted grants officer. This particular course focuses on understanding financial assistance funds management to determine whether current and prospective Federal award recipients have adequate business systems and are capable of managing Federal funds, whether a determination of financial responsibility is possible, and when it may be necessary to impose special award conditions. To demonstrate this, OMB Circular 133 and the A-133 Compliance Supplement will be reviewed in detail.

Recommended prerequisite(s): PRS11 and Cost Principles

Target participants: and DOE personnel, including entry-level, who work with Federal financial assistance instruments

Executive Contracting Seminar (CON301)**5 days**

This course provides current information on new and emerging procurement regulations within the context of the Federal public policy process. The seminar format of this course provides several opportunities for attendees to offer feedback on contracting issues to senior contracting executives. This course is required for all acquisition professionals for Level III certification. Upon successful completion of this course, participants will receive Defense Acquisition University certification.

Recommended prerequisite(s): Level I and Level II Contracting Courses

Target participants: this course is mandatory for all 1102 series grade GS-13 and above, and should be repeated every 3 to 5 years

Acquisition Continuing Education Courses:

Contracting for Services Under the Performance-Based Contracting Method (PRCE01) 3 days

This course will provide participants with an understanding of the essential elements and attributes of a performance-based contract. It will illustrate how to develop effective performance work statements and quality assurance plans. Participants will learn how to consider key processes for effective administration of a performance-based contract.

Recommended Prerequisite(s): none

Target Participants: *recommended as an introductory overview course for program and project personnel, or a refresher for previously trained procurement personnel*

Cost Analysis for Technical Personnel (PRCE02) 3 days

This course provides participants with the knowledge and skills required to analyze selected cost data, and to develop fee/profit objectives using a structured approach. Topics covered include : preparing for cost analysis; allowability; cost analysis of direct costs; cost analysis of indirect costs; and profit/fee analysis.

Recommended Prerequisite(s): none

Target Participants: *recommended as an introductory overview course for program and project personnel, or a refresher for previously trained procurement personnel*

Contract Law for Technical Personnel (PRCE03) 3 days

This course teaches participants how to understand the impact of contract law on the DOE program/project manager's ability to successfully complete projects. Participants gain an understanding of the legal framework of the DOE contract, and gain the ability to apply the legal framework's principles in developing documents and directives governing project planning and execution.

Recommended Prerequisite(s): none

Target Participants: *recommended as an introductory overview course for program and project personnel, or a refresher for previously trained procurement personnel*

Types of Contracts (PRCE04) 2 days

This course introduces participants to the various types of contracts employed by DOE. It discusses the aspects of consideration of cost risks in selection decisions, and describes the methods of utilizing fixed price economic price adjustment contracts. Participants gain knowledge of structuring and applying incentives pricing and award fee pricing arrangements.

Recommended Prerequisite(s): none

Target Participants: *recommended as an introductory overview course for program and project personnel, or a refresher for previously trained procurement personnel*

Price Analysis (PRCE05)**2 days**

This course focuses on applying price analysis techniques in determining price reasonableness. It uses techniques such as market analysis, parametric estimating, and price benchmarking to determine whether the proposal is a fair and reasonable price for either award or modification of a contract.

Recommended Prerequisite(s): none

Target Participants: *recommended as an introductory overview course for program and project personnel, or a refresher for previously trained procurement personnel*

Source Selection at the Department of Energy (PRCE06)**3 days**

At the conclusion of this course, participants should be able to: distinguish between the two main source selection approaches available and the rationale for their selection; develop evaluation criteria and learn the correct methodology in evaluating proposals; and give rationale for making award decisions, particularly in using the greatest value approach to source selection.

Recommended Prerequisite(s): none

Target Participants: *acquisition personnel at the intermediate level (GS-9 to GS-12) or those who have at least five years of experience in the acquisition field; or technical personnel who desire to build upon their knowledge in awarding DOE contracts*

Advanced Contract Administration (PRCE07)**3 days**

The purpose of this course is to provide participants with: knowledge, application, and analysis of contract administration topics; the ability to identify and resolve complex DOE contract administration problems uncovered during contract performance; and to show effective techniques for resolving contract issues.

Recommended Prerequisite(s): *this course requires prior hands-on experience with DOE contracts*

Target Participants: *acquisition personnel at the intermediate level (GS-9 to GS-12) or those who have at least five years of experience in the acquisition field; technical personnel who desire to build upon COR experience in administering contracts for DOE; or technical personnel who have completed Basic Contract Administration and seek to increase their contract management abilities*

Market Research/Commercial Item Acquisition (PRCE08)**1 day**

This course provides participants with the knowledge needed to: describe significant changes created by the Federal Acquisition Streamlining and Clinger-Cohen acts; identify benefits of commercial item acquisition; describe the role of market research in commercial item acquisition; make a commerciality determination; identify the required elements of a solicitation and contract for commercial items; and tailor clauses to reflect requirements of a given commercial item acquisition.

Recommended Prerequisite(s): none

Target Participants: *acquisition personnel at the intermediate level (GS-9 to GS-12) or those who have at least five years of experience in the acquisition field; or technical personnel who desire to build upon COR experience in administering contracts for DOE*

Program Management Skills Training Courses

Program Management Series Manager: Jackie Battle

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e-mail: Jackie.Battle@hq.doe.gov

Program Management Overview (PGM01)

5 days

This course is designed to help all DOE employees understand key concepts about how DOE programs are managed. It should be taken before proceeding to any other courses in the Program Management series. Participants will receive basic education in DOE strategic planning, budgeting, execution, evaluation and control. Topics include: history of DOE; current and emerging DOE management principles; planning concepts for DOE success; DOE's strategic planning and budget process (the DOE Strategic Management System); multi-year program planning; DOE strategic decision windows; DOE budget and allocation process; Congressional authorization and appropriations process; and program execution, control, and evaluation.

Recommended prerequisite(s): none

Target participants: all DOE employees

DOE Program Planning (PGM02)

5 days

This course provides participants with an in-depth look at DOE's planning process. Program managers with responsibility for preparing DOE planning documents will gain hands-on experience in this course. Particular emphasis is placed on the relationship of mid-range plans to DOE's strategic planning and the budgeting process. Topics include: orientation to planning; strategic planning concepts; DOE's strategic planning and budget process (the DOE Strategic Management System); DOE strategic plans; DOE multi-year program plans; performance indicators; information resources management; DOE crosscut plans; risk management; and force field analysis.

Recommended prerequisite(s): PGM01

Target participants: DOE program managers

Resource Management (PGM03)

5 days

This course provides a working knowledge of the program planning and resource management process. The content includes interface of long-range planning, scheduling and allocation, budgetary formulation, review and presentation, budget execution, and resource control.

Recommended prerequisite(s): PGM01, PGM02

Target participants: DOE professional, technical, and managerial personnel

Environment, Safety and Health (PGM04)**5 days**

This course provides an understanding of how the Environment, Safety and Health program crosscuts the outlay programs. These functions will be examined as critical elements in program management. The content includes: ES&H issues; NEPA, CERCLA, SARA, and RCRA; occupational health and safety; and the Safety Analysis Report System.

Recommended prerequisite(s): none

Target participants: DOE professional, technical, and managerial personnel

DOE Program Execution, Control, and Evaluation (PGM05)**4 days**

This course offers program managers an in-depth look at the key issues involved in actually managing a program at DOE. Emphasis is placed on understanding work authorizations, DOE reporting and control mechanisms, and evaluations of contractor performance and performance measures. The course also distinguishes between the role of the DOE project manager and the DOE program manager. Topics include: orientation to program management; program planning and budgeting; program execution — teaming and tasking; controlling and reporting; program evaluation; crosscutting departmental missions; procurement priorities; information resource management; external relations; and facility safety oversight.

Recommended prerequisite(s): PGM01, PGM02

Target participants: DOE program managers

Effective Decision Making Processes and Tools (PGM06)**3 days**

This course is designed to give participants an opportunity to understand and improve their decision making processes. Topics covered in this course include introduction to decision making, DOE's strategic planning and decision making environment, the decision making process, fallacies of decision making, decision software lab and workshop, and future directions in decision aids. In addition to covering the theory, this three-day workshop exposes participants to several decision making software programs. Participants are expected to bring an issue or problem to class about which they need to make a decision. They will then use one of these computer applications to assist them in making critical decisions about their DOE work issue. Extensive computer skills are *not* required. Enrollment in this course is limited to 16 participants.

Recommended prerequisite(s): one of the following: PGM01, PGM02, PMC10, PMMS5, or PMCE04

Target participants: DOE program and project personnel; others, such as acquisition/procurement personnel, who desire to formalize and improve their decision making processes

Program Continuing Education Courses:**Designing, Writing, and Measuring Performance Objectives
(PGCE01)****3 days**

This Level III Program Management course is specifically designed for experienced program and project managers. However, it also provides an excellent workshop for any experienced DOE employee to acquire the skill to formally communicate in a performance based work environment. Building upon an introductory level of knowledge presented in the program and project core courses, this course is designed to teach a working level knowledge of performance measurement tools and techniques. The course will enable DOE managers to transform broad DOE goals and objectives, through documentation and processes, into specific, quantifiable, and measurable performance results statements. The course relies heavily upon laboratories in which DOE participants develop performance objectives for program or project initiatives they bring to class with them. In those instances where the participant does not bring an initiative, the course will provide two or three initiatives for use in the workshop.

Recommended Prerequisite(s): PGM01 or PMC10 or PMMS5

Target Participants: DOE program and project managers and team members; other DOE personnel who need to develop a working level knowledge of performance based management

Project Management Skills Training Courses

Project Management Series Manager: Mary Veit

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e-mail: Mary.Veit@hq.doe.gov

Project Management Overview (PMC10)

10 days

This is an introductory course that is designed for new or prospective project managers. The course provides instruction in the DOE Project Management System and gives an overview of a DOE project manager's responsibilities for managing project initiation, planning, execution, transition, and closeout. This course follows the DOE Project Life Cycle from the Pre-conceptual Phase to the Closeout Phase. Participants are introduced to key DOE project management skills such as leadership, teamwork, strategic planning, and budgeting. Documentation and administrative responsibilities are also covered. This course (or Best Practices in DOE Project Management - PMMS5) is typically taken before taking the other project management training courses in this series. This course addresses foundational competencies required by DOE for project managers.

Recommended prerequisite(s): none

Target participants: project and program managers, potential project managers, and individuals whose positions require knowledge of project management

Project Management Overview Train-the-Trainer (PMC11)

10 days

This course is designed to prepare DOE personnel with significant project management experience for the challenging responsibility of training the Department's future project managers. The fundamental concepts of adult learning are introduced and developed through a series of participant activities in preparation for application to the real world classroom. Then, after becoming familiar with PMC10's learning objectives and course materials, the prospective PMC10 trainer will have the opportunity to prepare and present at least one of the course's lessons. Upon completion of the course, the trainer will have a complete PMC10 instructor's guide and the instructional tools to effectively present the course to diverse DOE audiences. Topics include: adult learning; training presentation methods; classroom presentation skills and facilitations techniques; learning assessments and objectives; PMC10 course design; format and materials; preparation and presentation of PMC10 lessons; course logistics; and schedule management.

Recommended prerequisite(s): PMC10 or PMMS5

Target participants: experienced DOE project managers

Project Planning for DOE Project Managers (PMMS1)

5 days

This course provides “hands-on” skills training in how to plan a project, complete conceptual design for it, and develop a plan for executing that project. The course teaches skills necessary for planning projects under DOE’s Project Management System. Taking a systems engineering approach to project planning, the course emphasizes the development of project scope through clear, up-front project definition. The course focuses on the pre-conceptual and conceptual phases of the project life-cycle through Critical Decision 2. Skills practiced include how to review pre-conceptual documentation to develop a firm understanding of the project’s functional requirements, and how to prepare a plan for conducting conceptual design. Also included in this course is instruction on how to review and evaluate conceptual design documents. The course concludes with how to prepare and review a Project Execution Plan, the document that will be used to manage the project during project execution. Critical planning and project definition skills taught include: how to conduct a functional analysis and the use of value engineering to ensure a cost-effective approach to meeting project functional requirements; how to conduct a project risk assessment and how to institute project controls based on that risk assessment; how to organize your project using a work breakdown structure and a responsibility assignment matrix; and how to involve internal and external stakeholders in your project planning.

Recommended prerequisite(s): *PMC10 or PMMS5*

Target participants: *DOE personnel with instrumental roles in project management*

Cost and Schedule Estimation and Analysis (PMMS2)

5 days

This course provides practical skills training on: how to develop independent cost estimates; how to review cost and schedule estimates provided by contractors; and how to develop the cost and schedule elements of the project’s baseline. The course teaches skills used across the project life-cycle, but focuses on estimates developed in project planning and the early stages of project execution (preliminary design). The course begins by making a link between planning and scheduling, and then teaches basic concepts of scheduling such as activities, milestones, and schedule drivers. Students practice scheduling projects, and anticipate and plan for potential schedule roadblocks. Students practice developing and analyzing Critical Path Method (CPM) schedules. In the cost lessons, students learn about various kinds of estimates and their uses during different stages of the project life-cycle. Analyzing project risks and establishing cost and schedule contingency levels are also practiced. Students learn about the importance of documenting their cost estimate assumptions and distinguishing between project direct and indirect costs. Particular practice is provided in analyzing activity-based cost estimates. The course concludes by tying cost and schedule estimates together, and requires students to analyze project cost and schedule estimates for their internal consistency, accuracy, and relevance to the overall project functional requirements.

Recommended prerequisite(s): *PMC10 or PMMS5, PMMS1*

Target participants: *project managers and personnel with instrumental roles in project management*

Project Execution (PMMS3)**5 days**

Project Execution is a skills-based training course on how to manage the execution of projects according to the DOE Project Management System. The course teaches skills necessary for successfully managing engineering and design, construction (including conducting remedial actions for environment restoration projects and research for energy research projects), acceptance and transition, and project closeout. Students learn how to get “up to speed” on a project; that is, what critical project technical, cost and schedule factors to highlight when preparing to manage the execution of a project. Techniques are taught for organizing, managing, and reviewing project design and documentation, and for overseeing contractor performance during construction. Participants are taught the skills needed to identify potential problems and how to plan to avoid them. During the training, students review and evaluate design documents, respond to construction technical, cost, and schedule problems, and plan for and handle customer acceptance. Extensive practice is provided in cost and schedule monitoring, including earned-value analysis, trend analysis and forecasting, managing baselines through performance monitoring and change control. Throughout the course, managing the project execution plan and maintaining clear communication between the DOE program office, project manager, and contractor staff is emphasized.

Recommended prerequisite(s): *PMC10 or PMMS5, PMMS1, PMMS2*

Target participants: *project managers and personnel with instrumental roles in project management*

Best Practices in DOE Project Management (PMMS5)**5 days**

This is an introductory course designed for the more experienced DOE project manager who requires a quick refresher of project life cycle phases and DOE’s current policies and trends for managing them. This course provides instruction in the DOE Project Management System, and gives an overview of a DOE project manager’s responsibilities for managing project initiation, planning, execution, transition, and closeout. Documentation and administrative responsibilities are also covered. This course is an abbreviated faster paced version of PMC10 which presumes thorough familiarity with DOE’s organization and culture. This course (or PMC10) is typically attended before other project management training courses in this series.

Recommended prerequisite(s): *none - but a minimum of 2 years in DOE is recommended*

Target participants: *DOE project and program managers*

Project Control Systems at DOE (PMMS6)**No longer available**

This course focused on helping project managers learn to control the elements of a project baseline through multiple case study activities. It is no longer offered under the Project Management Curriculum. With the advent of DOE Order 430.1 Life Cycle Management and the Project Good Practices Guide, a formal DOE Project Control System has been incorporated into a performance-based project management approach. PMCE03 Project Risk Analysis and Management now incorporates in its syllabus the principles and practices of managing project risk.

Recommended prerequisite(s): *n/a*

Target participants: *n/a*

DOE Maintenance Policy and Oversight (PMMS10)**3 days**

This course provides an explanation of the major elements of the Department's rehabilitation of real property facilities; examines the elements of a responsible oversight program; the makeup of typical contractor maintenance management organizations; reporting requirements; and methodologies for evaluating the effectiveness of contractor efforts.

Recommended prerequisite(s): *none*

Target participants: *professional technical, and managerial personnel with the need to have a working knowledge of the facilities management function*

The Federal Budgeting Process in DOE (PMMS11)**4 days**

This course is designed for experienced program and project managers to acquire a working knowledge of DOE's financial and managerial systems to accomplish the Department's budgeting and accounting processes. Processes include preparing, reviewing, presenting, and defending budget submissions. Foundation skills are taught in this course that are required to manage a DOE project through its financial life cycle, including managing the flow of funds to programs and projects, validating and funding projects, and resourcing and funding programs.

Recommended prerequisite(s): *PGM01, or PMC10, or PMMS5*

Target participants: *experienced program and project managers*

Site Development Planning Management Overview (PMMS14)**1 day**

This course is a condensed version of the standard four-day Site Development Planning Management Course (PMMS15). It is intended for managers and those who interface with the site planning process. Subjects from the standard course are summarized with an emphasis on planning objectives, required actions, plan content, plan uses, and management implications of the Site Development Plan and the planning process. The content includes scheduling – initial plans and updates, responsibilities, authorities, and management roles. The intended audience is managerial personnel with a need to have an overview of the site development planning and management process.

Recommended prerequisite(s): *none*

Target participants: *managerial personnel*

Site Development Planning Management (PMMS15)**4 days**

This course discusses the policy-related aspects of DOE site development planning. It includes management responsibilities and development of the site development plan (SDP). This includes management and coordination of the planning, required plan content, preparation and submission, scheduling, and updating. The requirements and optional methods for preparing and maintaining site development maps will also be examined. The contents include: planning, organizing and staffing for the task; directing planning and necessary record-keeping; and examples and sample planning problems.

Recommended prerequisite(s): none

Target participants: professional, technical and managerial personnel with a need for an in-depth knowledge of site development planning

Project Continuing Education Courses:**Life Cycle Cost Estimating (PMCE01)****2 days**

This course provides participants with instruction in life cycle cost estimation requirements and policies. Participants apply various techniques and formulae to construct a life cycle cost estimate analysis, and learn how to use life cycle cost estimating in program and project decision-making. PMCE01 addresses the topic of life cycle cost estimating from this decision analysis perspective, rather than from an estimate development perspective. Topics include: a brief history of life cycle cost estimating, current laws, directives and policies; a refresher on the principles of time value of money; analyzing cost estimates to ensure proper incorporation of life cycle estimating principles and decision making; and a review of representative DOE estimates to apply these skills. This is a full two-day course.

Recommended Prerequisite(s): PGM01 or PMC10 or PMMS5

Target Participants: DOE personnel whose responsibilities include the development, oversight, or review of program and project cost estimates

Introduction to Systems Engineering (PMCE02)**3 days**

A primary goal of this course is to identify and demonstrate the use of a systems engineering model in developing key products which can be used to improve DOE management. In this course, participants will learn: what systems engineering is; how the systems engineering model works; and when, where and how to implement the systems engineering model in their work. The course will demonstrate reasons for using a systems engineering approach in management of performance-based programs, projects or processes in support of Life Cycle Asset Management (LCAM) criteria. It has been developed not only for program and project managers, but also for any staff in responsible positions who are trying to improve their decision-making skills.

Recommended Prerequisite(s): PGM01 or PMC10 or PMMS5

Target Participants: DOE personnel whose responsibilities include the development, oversight, or review of programs or projects

Project Risk Analysis and Management (PMCE03)

4 days

This course is designed to prepare DOE project managers to: determine project risks and develop risk management and mitigation strategies; determine at which points in a project life cycle Risk Analyses should be performed; evaluate potential risk probability and consequences, determine risk factors, select risk management or mitigation strategies, and develop a risk management plan. Participants will also acquire the skills that will enable them to assign risk responsibility between DOE and contractors; determine appropriate project cost and schedule contingencies for identified risks; determine appropriate project management and controls tools to assist in managing identified risks; and evaluate project Estimates at Completion (EAC) and remaining contingencies to determine adequacy of funds. The course also integrates a representative project management software risk analysis tool, using laptop computers, to demonstrate current modeling tools and techniques in managing risk.

Recommended Prerequisite(s): PGM01 or PMC10 or PMMS5

Target Participants: *project managers or team members; program and matrix staff who require a better understanding of risk management*

“Breaking the Code:” Understanding Project Management (PMCE04)

3 days

The purpose of this course is to introduce participants to DOE’s Project Management system and processes in order to improve their performance as members of the project management team. Topics include: the DOE Strategic Management System; the phases of the DOE project management life cycle; the definition of the term "Project Baseline" and its use in managing DOE projects; and the major steps in planning, executing, and successfully completing performance based DOE projects. This is a full three day course.

Recommended prerequisite(s): none

Target Participants: *DOE and DOE-contractor personnel who:*

- *interact with and impact DOE-projects, but are not designated as project managers. For example, these participants may be from finance, human resources, training, ES&H, or public affairs*
- *support, oversee or coordinate various project management activities but are not designated as project managers*
- *have an interest in applying project management principles, methods and techniques to improving their work processes and results*

This course may be taken by project management personnel who desire a quick refresher on DOE's project management system and processes. However, PMCE04 is not intended to fulfill a course requirement for personnel who are in the project management qualification or certification career path.

Value Engineering (PMCE05)**1-3 days**

The purpose of this course is to inform DOE personnel of the purpose, principles, requirements, and policy for managing value engineering within the Department of Energy. It is designed for those responsible either directly or in support of acquiring goods or services required to meet the Department's mission needs. This course provides participants with the skills and knowledge necessary to: understand the basics of value engineering; describe Federal and DOE policy with respect to value engineering; understand how value engineering is integrated into DOE contracts; describe the actions required of those responsible for management and execution of value engineering in DOE; understand the steps in implementing a value engineering program; describe the steps in developing, submitting, reviewing, approving and incorporating a value engineering change into a DOE contract; and understand the record keeping and reporting requirements for value engineering in DOE. This course is in two modules. The first module presents an overview of value engineering and its application in DOE. The second module provides an additional two days for those who desire to become value engineering practitioners. Module One may be delivered alone as a one-day course. To take Module Two, however, Module One is a prerequisite.

Recommended prerequisite(s): none for Module 1; Module 1 is a prerequisite for Module 2

Target participants: program and project managers and their staff, process sponsors/owners and process users, and potential value engineering practitioners

Facilities Maintenance Management (PMCE06)**3 days**

This course enables participants to be able to plan for, budget, and provide oversight for facilities maintenance. It provides participants with the skills and knowledge necessary to: apply BMOP and LCAM concepts and requirements to the development and implementation of a site-wide facilities maintenance system; understand the components of a sound site maintenance program; list and define facilities managers' roles and responsibilities for contracting, budgeting, and operational awareness; apply the ISM process to the maintenance of nuclear and non-nuclear facilities; and list the best practices in DOE facilities maintenance.

Recommended prerequisite(s): none

Target participants: DOE field facilities managers, and DOE operations and area office officials charged with facilities management

Interdisciplinary Courses

Interdisciplinary Series Manager: Jeanne Williams

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Overview of Metrics (PSIN18)

1 day

This course provides an overview of the Systeme Internationale metric system. Included are exercises and handouts that stress the importance of thinking in metric measurements. Commonly used metric units are discussed: length, weight, volume, and temperature. “Rule-of-Thumb” conversions are demonstrated and followed by exercises. The content includes emphasis on learning the language of the metric system, common units and their symbols. A metrics self study of this course is also available (PSIN24).

Recommended prerequisite(s): none

Target participants: all DOE employees

Metrics Train-the-Trainer (PSIN20)

2 days

PSIN20 is a course for those desiring to teach the DOE Metrics course but who have not trained or have done little training. Participants will learn how to: (1) use teaching aids including transparencies, flipchart, and posters to enhance training presentations; (2) plan and organize lessons and make preparations to present lesson content on day 2; (3) convey concepts to estimate length, weight, volume and temperature in metric measurements; (4) apply the Systeme Internationale (SI) within the DOE environment. Participants will practice teach the one-day workshop.

Recommended prerequisite(s): none

Target participants: individuals desiring to teach the DOE Metrics course

Changing Dimensions of DOE (PSIN22)

4 days

This course is designed to provide the participant with knowledge of DOE’s changing priorities and to provide an opportunity for active participation in DOE’s future. Topics for the sessions include: managing for results in DOE; quality focus; environmental priorities; organizational initiatives; laboratory relationships; public policy process; Congressional policy perspectives; exploration of Capitol Hill; performance management; techniques for positive change in DOE; and developing action plans. Workshops include: Preparing for Change, Planning for Change; and Group Feedback.

Recommended prerequisite(s): none

Target participants: employees at the GS-9 through GS-14 level

Risky Business - Safety in DOE (PSIN23)**2 days**

This course broadly covers DOE's regulations, standards, rights, responsibilities and obligations of Federal employees and contractors before and after an accident or injury. Safety Overview is primarily designed to assist DOE Program, Project and Field Office personnel in understanding safety at the work place. Topics include: accidents and causes; regulatory overview; rights, responsibilities and obligations; occupational cancer; process safety management; and personal protective equipment.

Recommended prerequisite(s): none

Target participants: program, project and field office personnel

Metrics Self-Study Course (PSIN24)**1 day**

This eight-hour self-study course covers the four most common metric measurements: length, weight, volume, and temperature. Exercises are included throughout the text to reinforce what is learned with emphasis placed on learning to "think metric." Symbols, units of measure, and methods of conversion are stressed throughout the course. "Rule-of-Thumb" formulas and points of reference to determine metric measurements are also covered.

Recommended prerequisite(s): none

Target participants: all DOE employees

Indirect Costs for Program/Project Managers (PSIN25)**2 days**

This course is intended for program/project managers who want to better understand how the Department of Energy manages indirect costs. Emphasis is placed on managing cost versus rates. The importance of indirect cost in DOE, and the impact of indirect cost on programs, how to influence indirect costs and bring program costs in line with program objectives are discussed. Topics include: categorizing costs; two basic types of indirect cost pools; how DOE groups indirect costs into pools; how cost bases are selected; the indirect rate formula; how to use indirect rates correctly; and how DOE program/project managers can influence indirect costs.

Recommended prerequisite(s): none

Target participants: program managers and project managers

Safety and Health Orientation (PSIN27)**1/2 day**

This four-hour overview offers a general approach to safety and health within DOE and covers the basic safety policy. Topics include: agency and supervisory responsibilities; employee rights and responsibilities; compliance with OSHA standards; training requirements; right to work in a safe environment; freedom from reprisal for reporting unsafe or unhealthful working conditions; hazard recognition and prevention; and application of DOE's policy to office safety and housekeeping. Common workplace hazards are identified along with preventive actions.

Recommended prerequisite(s): none

Target participants: all DOE employees

Performance-Based Management Contracting (PSIN28)**3 days**

This course is designed to provide participants with the ability to: understand the concepts and elements of Performance-Based Management Contracting; write performance objectives and results-oriented statements of work; develop performance measures and expectations; apply performance incentives; understand roles and responsibilities of DOE employees and contractors in Performance-Based Management Contracting; and identify the special aspects of developing and managing a Performance-Based Management Contract.

Recommended prerequisite(s): none

Target Participants: DOE employees grade GS-11 and above who are actively involved in the technical or administrative execution of DOE programs/projects through management and operating (M&O) or similar contracts

Life Cycle Asset Management (PSIN29)
days**2 1/2**

The new DOE Life Cycle Asset Management (LCAM) Order (DOE Order 430.1A) will replace, on a “phased-in” basis, current DOE orders pertaining to facility and project management under the sponsorship of the Office of Field Management. The LCAM training provides practical exercises, case studies, and other learning methods to assist sites in implementing the LCAM Order. The LCAM course is designed to review key elements of performance-based contracting objectives and processes, analyze performance-based incentives for a given site, and provide practice in developing performance-based management systems.

Recommended prerequisite(s): none

Target participants: all DOE employees

Individual Development Plan Workshop for Employees (DWHRI0004)**1/2 day**

This is an interactive workshop that provides employees with a framework for developing an individual development plan that focuses on career development in their current positions. Employees identify areas of development opportunities (both development needs and talents) based on supervisory feedback communicating performance priorities and work competencies, and the employee’s knowledge of performance expectations and work competencies of their positions. Options for development opportunities are explored, and employees learn to take responsibility for their own career development.

Recommended Prerequisite(s): performance priorities and competencies must be identified by supervisors for each employee who attends the workshop.

Target Participant(s): non-supervisory employees

Individual Development Plan Workshop for Supervisors (DWHRI0005)

1/2 day

This is an interactive workshop for supervisors to develop an understanding of their responsibilities in providing guidance to employees in the individual development planning process. An overview of the IDP workshop for employees is provided and includes the framework for communicating employee performance expectations, and for identifying performance priorities and work competencies. Participants are provided an opportunity to identify basic skills for coaching employees and explore different kinds of coaching situations as well as the steps to follow for effective coaching in different situations.

Recommended Prerequisite(s): none

Target Participant(s): DOE managers, supervisors and team leaders

Headquarters Mentoring Program (DWHRI0011)

The Headquarters Mentoring Program is designed to reinforce the Department's goal for corporate management and demonstrates commitment to the core value that people are our most important resource. 'Mentees' and mentors participate in a structured, facilitated 'mentoring' relationship over a one year time period. Program emphasis is on providing an opportunity for employees (i.e., 'mentees') to pursue developmental opportunities and career options, improve their communication skills, and foster trust across organizational boundaries. The Program also strengthens the ability of employees and organizations to cope with mission and program changes. Participation in the program requires a demonstrated commitment to meeting mentoring program goals and objectives. Other requirements include attendance and participation in monthly focus group sessions and scheduled skill building training for mentors and 'mentees'.

Recommended Prerequisites: none

Target Participants: mentees grades GS-12 and below; mentors grades GS/GM-13 and above

Technical Courses

Technical Series Manager: Mary Veit

Telephone: (202) 426-1344

e-mail: Mary.Veit@hq.doe.gov

DOE Complex Overview (EF001)

1 day

This course is designed to describe the origins, the current status, and selected future issues and challenges of DOE. Upon completion of the training, participants will be able to discuss the DOE Organization, missions and field organizations which execute these varied missions; identify key DOE facilities, their missions and their role in the DOE mission over the last 50 years; describe the nuclear weapons production process; and discuss key present and future challenges for the DOE Complex. The DOE weapons mission will be discussed from a historical perspective, leading to waste management challenges confronting the Complex. The missions of the oil and coal reserves and the Power Marketing Administrations will be discussed. Participants will gain the ability to discuss DOE missions and organization from both field and headquarters perspectives.

Recommended prerequisite(s): none

Target participants: personnel new to DOE or those who need a broader view of the Department's mission and organization; DOE technical managers; senior staff, technical professionals; and/or recent college graduates

Pipes, Valves and Pumps (EF002)

3 1/2 days

This course provides an overview of the various types of pipes, valves, and pumps found at DOE facilities. Upon successful completion of this course, participants will be able to: define important design considerations when selecting the type and size of pipe; describe the major advantages and disadvantages of various types of plant valves; explain the principles of operations, advantages and disadvantages of centrifugal pumps and positive displacement pumps, and explain the principles of fluid flow in piping systems.

Recommended prerequisite(s): appropriate B.S. degree or 2 years related experience

Target participants: DOE personnel who require a refresher or overview of this subject for their technical qualification; DOE technical managers; senior staff; technical professionals; new DOE employees; and current employees desiring knowledge of the application of Pipes, Valves and Pumps in a production environment

Mathematics Refresher (EF003)

1 day

This course will provide an overview of mathematical terms, laws, and theorems. Participants will receive instruction on the definition and application of the basic rules and functions of: exponents; logarithms; coordinate systems; trigonometry; and differential, derivative and integral calculus. Upon completion, participants will be able to apply the mathematical principles associated with the Engineering and Scientific courses.

Recommended prerequisite(s): none

Target participants: DOE personnel who require a refresher or overview of this subject for their technical qualification; DOE technical managers; technical professionals; recent college graduates; new DOE employees; and current DOE employees

Heating, Ventilation and Air Conditioning (EF004)**3 1/2 days**

This course provides an overview of the principles, system selection and design, and application of Heating, Ventilation and Air Conditioning (HVAC) systems used at DOE facilities. Topics covered in this course are: HVAC-related terminology; principles of air flow; the air conditioning process; application of the psychometric chart; fans and blowers; ducts and dampers; and ancillary HVAC components. Upon completion, the participant will be able to: define parameters used in HVAC system selection; describe the application of thermodynamics and heat transfer principles of air flow; define considerations used in the selection of pipes, valves, pumps, ducts, vents and controls used in HVAC systems; and discuss system corrective and preventive maintenance requirements associated with DOE HVAC systems.

Recommended prerequisite(s): *appropriate B.S. degree or 2 years related experience*

Target participants: : *DOE personnel who require a refresher or overview of this subject for their technical qualification; DOE technical managers; senior staff; technical professionals; recent college graduates; new DOE employees; and current DOE employees*

Nuclear Physics/Radiation Monitoring (EF005)**3 1/2 days**

This course provides participants with the ability to recall basic nuclear terminology, recognize basic principles associated with atomic theory, list factors that go into controlling reactors, describe the principles of radiation detection/measurement, and explain how these principles should be applied to control personnel exposure. The Radiation Monitoring section will give the student a knowledge of the types and sources of radiation, and understanding of the principles of radiation detection and measurement, and an appreciation for the biological effects of radiation and the need to control personnel exposure.

Recommended prerequisite(s): *appropriate B.S. degree or 2 years experience in a nuclear related field (DOE, U.S. Navy, commercial nuclear plant, etc.)*

Target participants: *DOE personnel who require a refresher or overview of this subject for their technical qualification; DOE technical managers; senior staff; technical professionals; recent college graduates; new DOE employees; and current DOE employees*

Regulatory Overview (EF006)**3 1/2 days**

This course is designed to provide participants with a broad-based knowledge of regulatory requirements applicable to DOE and its mission and facilities (both nuclear and non-nuclear), including current issues and future regulatory directions. Participants will gain an understanding of the engineering role in regulatory compliance. Topics included are: DOE regulatory environment; health and safety regulations; hazardous waste issues; and engineering role in regulatory compliance. This course provides an overview of the major regulatory acts and agencies that govern DOE operations. It identifies Federal regulatory agencies whose regulations govern DOE operations and discusses their purposes, influences, and jurisdiction over DOE. This course also provides an explanation of the relationship between state and Federal regulatory agencies and the DOE.

Recommended prerequisite(s): none

Target participants: DOE technical managers; senior staff; technical professionals; new DOE employees; and current employees desiring knowledge of the rules and regulations regarding the operation of the DOE complex

Chemical Processing in Defense Nuclear Facilities (EF007)**3 1/2 days**

This course provides an overview of chemical principles involved in maintaining proper chemistry control in the nuclear fuel cycle for DOE defense programs. Participants who successfully complete this course will be able to identify and describe basic nuclear physics applicable to DOE operations, the chemical principles involved in the DOE nuclear fuel cycle, key DOE nuclear production facilities and reactors, and various aspects of the DOE nuclear waste management program.

Recommended prerequisite(s): appropriate B.S. degree or 2 years related experience

Target participants: DOE personnel who require a refresher or overview of this subject for their technical qualification; DOE technical managers; senior staff; technical professionals; recent college graduates; new DOE employees; and current employees

Thermal Science (EF008)**4 1/2 days**

This course provides an overview of thermodynamics, heat transfer, and fluid flow as applied to plant components and systems common to DOE facilities. Upon completion of this course, the participant will be able to: define the First Law of Thermodynamics and its applicability to performance of components and systems of nuclear plants; describe modes of heat transfer in nuclear plants; identify plant design considerations related to positive and negative plant efficiency; and describe the properties of fluid flow and how various types of pumps impart energy to the fluid in a system.

Recommended prerequisite(s): appropriate B.S. degree or 2 years related experience

Target participants: DOE personnel who require a refresher or overview of this subject for their technical qualification; DOE technical managers; senior staff; technical professionals; recent college graduates; new DOE employees; and current employees

Process Instrumentation (EF009)**3 1/2 days**

This course will provide an overview of basic process instrumentation principles, technology, symbology, and formulas. Upon completion, the participant will be able to define and identify the various types of instrumentation measuring devices, logic gates, controllers, and position indicating devices. Specific topics covered include: introduction to the basic instrument channel; temperature measuring devices; pressure measuring devices; mechanical to electrical measuring devices; flow sensing and measuring devices; level measuring devices; principles of control systems operation, and proportional control systems.

Recommended prerequisite(s): *appropriate B.S. degree or 2 years related experience*

Target participants: *DOE personnel who require a refresher or overview of this subject for their technical qualification; DOE technical managers; senior staff; technical professionals; recent college graduates; new DOE employees; and current employees*

Electrical Principles (EF010)**3 1/2 days**

This course provides an overview of electrical terminology, laws, equations, and applications. Topics covered include: types of batteries and their uses; fundamentals of direct current; magnetism and electricity; fundamentals of alternating current; three phase systems advantages and application; transformers; electrical distribution systems; generators; types of electric motors and their applications; inverters and their applications; and test instruments. Upon completion of this course, participants will be able to identify the basic electrical principles as applied to the DOE Complex.

Recommended prerequisite(s): *appropriate B.S. degree or 2 years related experience*

Target participants: *DOE personnel who require a refresher or overview of this subject for their technical qualification; DOE technical managers; senior staff; technical professionals; recent college graduates; new DOE employees; and current employees*

Materials Science and Corrosion (EF011)**4 days**

This course provides an overview of the principles and concepts of metallurgical engineering and corrosion chemistry as they are applied to materials composing the systems, structures, and components at DOE facilities. Topics included are: material codes and standards such as ASME, ANSI, ASTM, etc.; structure of metals and alloys; deformation and failures of materials; environmental degradation of materials; metallurgical engineering; and non-metal materials properties and uses. Upon completion of this course, participants will be able to describe the important mechanical properties characterizing the behavior of common plant materials and the failure mechanisms of metals. They will also be able to explain the advantages attained by using different alloying elements; and recognize and describe the principle corrosion mechanisms, including initiating and minimizing factors.

Recommended prerequisite(s): *appropriate B.S. degree or 2 years related experience*

Target participants: *DOE personnel who require a refresher or overview of this subject for their technical qualification; DOE technical managers; senior staff; technical professionals; recent college graduates; new DOE employees; and current employees*

Continuing Education Series

Continuing Education Series Manager: Sherdona Fryer

Telephone: (202) 426-1350

e-mail: Sherdona.Fryer@hq.doe.gov

Designing, Writing, and Measuring Performance Objectives (PGCE01)

3 days

This Level III Program Management course is specifically designed for experienced program and project managers. However, it also provides an excellent workshop for any experienced DOE employee to acquire the skill to formally communicate in a performance based work environment. Building upon an introductory level of knowledge presented in the program and project core courses, PGCE01 is designed to teach a working level knowledge of performance measurement tools and techniques. The course will enable DOE managers to transform broad DOE goals and objectives, through documentation and processes, into specific, quantifiable, and measurable performance results statements. The course relies heavily upon laboratories in which DOE participants develop performance objectives for program or project initiatives they bring to class with them. In those instances where the participant does not bring an initiative, the course will provide two or three initiatives for use in the workshop.

Recommended Prerequisite(s): PGM01 or PMC10 or PMMS5

Target Participants: DOE program and project managers and team members; other DOE personnel who need to develop a working level knowledge of performance based management

Life Cycle Cost Estimating (PMCE01)

2 days

This course provides participants with instruction in life cycle cost estimation requirements and policies. Participants apply various techniques and formulae to construct a life cycle cost estimate analysis, and learn how to use life cycle cost estimating in program and project decision-making. PMCE01 addresses the topic of life cycle cost estimating from this decision analysis perspective, rather than from an estimate development perspective. Topics include: a brief history of life cycle cost estimating; current laws, directives and policies; a refresher on the principles of time value of money; analyzing cost estimates to ensure proper incorporation of life cycle estimating principles and decision making; and a review of representative DOE estimates to apply these skills. This is a full two day course.

Recommended Prerequisite(s): PGM01 or PMC10 or PMMS5

Target Participants: DOE personnel whose responsibilities include the development, oversight, or review of program and project cost estimates

Introduction to Systems Engineering (PMCE02)

3 days

A primary goal of this course is to identify and demonstrate the use of a systems engineering model in developing key products which can be used to improve DOE management. In this course, participants will learn: what systems engineering is; how the systems engineering model works; and when, where and how to implement the systems engineering model in their work. The course will demonstrate reasons for using a systems engineering approach in management of performance-based programs, projects or processes in support of Life Cycle Asset Management (LCAM) criteria. It has been developed not only for program and project managers, but also for any staff in responsible positions who are trying to improve their decision-making skills.

Recommended Prerequisite(s): PGM01 or PMC10 or PMMS5

Target Participants: DOE personnel whose responsibilities include the development, oversight, or review of programs or projects

Project Risk Analysis and Management (PMCE03)

4 days

This course is designed to prepare DOE project managers to: determine project risks and develop risk management and mitigation strategies; determine at which points in a project life cycle Risk Analyses should be performed; evaluate potential risk probability and consequences, determine risk factors, select risk management or mitigation strategies, and develop a risk management plan. Participants will also acquire the skills that will enable them to assign risk responsibility between DOE and contractors; determine appropriate project cost and schedule contingencies for identified risks; determine appropriate project management and controls tools to assist in managing identified risks; and evaluate project Estimates at Completion (EAC) and remaining contingencies to determine adequacy of funds. The course also integrates a representative project management software risk analysis tool, using laptop computers, to demonstrate current modeling tools and techniques in managing risk.

Recommended Prerequisite(s): PGM01 or PMC10 or PMMS5

Target Participants: project managers or team members; program and matrix staff who require a better understanding of risk management

“Breaking the Code:” Understanding Project Management (PMCE04)

3 days

The purpose of this course is to introduce participants to DOE’s Project Management system and processes in order to improve their performance as members of the project management team. Topics include: the DOE Strategic Management System; the phases of the DOE project management life cycle; the definition of the term "Project Baseline" and its use in managing DOE projects; and the major steps in planning, executing, and successfully completing performance based DOE projects. This is a full three-day course.

Recommended prerequisite(s): None

Target Participants: DOE and DOE-contractor personnel who:

- *interact with and impact DOE-projects, but are not designated as project managers (for example, these participants may be from finance, human resources, training, ES&H, or public affairs)*
- *support, oversee or coordinate various project management activities but are not designated as project managers*
- *have an interest in applying project management principles, methods and techniques to improving their work processes and results*

This course may be taken by project management personnel who desire a quick refresher on DOE’s project management system and processes. However, PMCE04 is not intended to fulfill a course requirement for personnel who are in the project management qualification or certification career path.

Value Engineering (PMCE05)

1-3 days

The purpose of this course is to inform DOE personnel of the purpose, principles, requirements, and policy for managing value engineering within the Department of Energy. It is designed for those responsible either directly or in support of acquiring goods or services required to meet the Department’s mission needs. This course provides participants with the skills and knowledge necessary to: understand the basics of value engineering; describe Federal and DOE policy with respect to value engineering; understand how value engineering is integrated into DOE contracts; describe the actions required of those responsible for management and execution of value engineering in DOE; understand the steps in implementing a value engineering program; describe the steps in developing, submitting, reviewing, approving and incorporating a value engineering change into a DOE contract; and understand the record keeping and reporting requirements for value engineering in DOE. This course is in two modules. The first module presents an overview of value engineering and its application in DOE. The second module provides an additional two days for those who desire to become value engineering practitioners. Module One may be delivered alone as a one-day course. To take Module Two, however, Module One is a prerequisite.

Recommended prerequisite(s): none for Module 1; Module 1 is a prerequisite for Module 2

Target participants: program and project managers and their staff, process sponsors/owners and process users, and potential value engineering practitioners

Facilities Maintenance Management (PMCE06)**3 days**

This course enables participants to be able to plan for, budget, and provide oversight for facilities maintenance. It provides participants with the skills and knowledge necessary to: apply BMOP and LCAM concepts and requirements to the development and implementation of a site-wide facilities maintenance system; understand the components of a sound site maintenance program; list and define facilities managers' roles and responsibilities for contracting, budgeting, and operational awareness; apply the ISM process to the maintenance of nuclear and non-nuclear facilities; and list the best practices in DOE facilities maintenance.

Recommended prerequisite(s): none

Target participants: DOE field facilities managers, and DOE operations and area office officials charged with facilities management

**Contracting for Services Under the
Performance-Based Contracting Method (PRCE01)****3 days**

This course will provide participants with an understanding of the essential elements and attributes of a performance-based contract. It will illustrate how to develop effective performance work statements and quality assurance plans. Participants will learn how to consider key processes for effective administration of a performance-based contract.

Recommended Prerequisite(s): none

Target Participants: recommended as an introductory overview course for program and project personnel, or a refresher for previously trained procurement personnel

Cost Analysis for Technical Personnel (PRCE02)**3 days**

This course provides participants with the knowledge and skills required to analyze selected cost data, and to develop fee/profit objectives using a structured approach. Topics covered include : preparing for cost analysis; allowability; cost analysis of direct costs; cost analysis of indirect costs; and profit/fee analysis.

Recommended Prerequisite(s): none

Target Participants: recommended as an introductory overview course for program and project personnel, or a refresher for previously trained procurement personnel

Contract Law for Technical Personnel (PRCE03)**3 days**

This course teaches participants how to understand the impact of contract law on the DOE program/project manager's ability to successfully complete projects. Participants gain an understanding of the legal framework of the DOE contract, and gain the ability to apply the legal framework's principles in developing documents and directives governing project planning and execution.

Recommended Prerequisite(s): none

Target Participants: recommended as an introductory overview course for program and project personnel, or a refresher for previously trained procurement personnel

Types of Contracts (PRCE04)**2 days**

This course introduces participants to the various types of contracts employed by DOE. It discusses the aspects of consideration of cost risks in selection decisions, and describes the methods of utilizing fixed price economic price adjustment contracts. Participants gain knowledge of structuring and applying incentives pricing and award fee pricing arrangements.

Recommended Prerequisite(s): none

Target Participants: recommended as an introductory overview course for program and project personnel, or a refresher for previously trained procurement personnel

Price Analysis (PRCE05)**2 days**

This course focuses on applying price analysis techniques in determining price reasonableness. It uses techniques such as market analysis, parametric estimating, and price benchmarking to determine whether the proposal is a fair and reasonable price for either award or modification of a contract.

Recommended Prerequisite(s): none

Target Participants: recommended as an introductory overview course for program and project personnel, or a refresher for previously trained procurement personnel

Source Selection at the Department of Energy (PRCE06)**3 days**

At the conclusion of this course, participants should be able to: distinguish between the two main source selection approaches available and the rationale for their selection; develop evaluation criteria and learn the correct methodology in evaluating proposals; and give rational for making award decisions, particularly in using the greatest value approach to source selection.

Recommended Prerequisite(s):

Target Participants: acquisition personnel at the intermediate level (GS-9 to GS-12) or those who have at least five years of experience in the acquisition field; or technical personnel who desire to build upon their knowledge in awarding DOE contracts

Advanced Contract Administration (PRCE07)

3 days

The purpose of this course is to provide participants with: knowledge, application, and analysis of contract administration topics; identify and resolve complex DOE contract administration problems uncovered during contract performance; and show effective techniques for resolving contract issues.

Recommended Prerequisite(s): *prior hands-on experience with DOE contracts*

Target Participants: *acquisition personnel at the intermediate level (GS-9 to GS-12) or those who have at least five years of experience in the acquisition field; technical personnel who desire to build upon COR experience in administering contracts for DOE; or technical personnel who have completed Basic Contract Administration and seek to increase their contract management abilities*

Market Research/Commercial Item Acquisition (PRCE08)

1 day

This course provides participants with the knowledge needed to: describe significant changes created by the Federal Acquisition Streamlining and Clinger-Cohen acts; identify benefits of commercial item acquisition; describe the role of market research in commercial item acquisition; make a commerciality determination; identify the required elements of a solicitation and contract for commercial items; and tailor clauses to reflect requirements of a given commercial item acquisition.

Recommended Prerequisite(s):

Target Participants: *acquisition personnel at the intermediate level (GS-9 to GS-12) or those who have at least five years of experience in the acquisition field; or technical personnel who desire to build upon COR experience in administering contracts for DOE*

Headquarters Training Program

(for Washington, DC and Germantown, MD Headquarters Offices only)

Headquarters Training Program Manager: Karyn Collins

Telephone: (202) 426-1531

e-mail: Karyn.Collins@hq.doe.gov

Effective Writing (HQ220)

2 days

This course is designed to help employees improve the clarity and tone of their writing. Excerpts from the Executive Secretariat Style Guide will be covered. Upon completion of this course, participants will be able to: recognize and employ effective writing techniques; create letters and memoranda that are consistently correct and professional; analyze written products to identify specific writing strengths and areas for development; and produce written documents in a concise, efficient manner.

Recommended Prerequisite(s): none

Target Participants: all DOE employees who wish to improve their writing skills

Financial Planning and Thrift Savings Program (HQ225)

1 day

This course will provide a financial overview of investment principles, risk factors, and tax advantages and disadvantages as they apply to the Thrift Savings Plan (TSP), planning for the future, and achieving financial goals. This seminar will be presented through lectures and open discussions.

Recommended Prerequisite(s): none

Target Participants: all DOE employees

CSRS Retirement Preparation Seminar (HQ231)

3 days

This course is designed to stimulate positive thinking toward proper planning for post-retirement years. Emphasis will be placed on advanced pre-retirement planning rather than specific retirement benefits. This seminar will cover: CSRS benefits; other retirement benefits (health benefits, life insurance, and the Thrift Savings Plan); estate planning; financial planning; tax and legal issues; health and fitness or health considerations; social security benefits and medicare; and life after retirement.

Recommended Prerequisite(s): none

Target Participants: open to CSRS employees only (employees 5 years from retirement) and their spouses (attendance of a spouse must be noted on the DOE Form 3410.4, Block 16)

FERS Retirement Preparation Seminar (HQ232)**3 days**

This course is designed to stimulate positive thinking toward proper planning for post-retirement years. Emphasis will be placed on advanced pre-retirement planning rather than specific retirement benefits. This seminar will cover: FERS benefits; other retirement benefits (health benefits, life insurance, and the Thrift Savings Plan); estate planning; financial planning; tax and legal issues; health and fitness or health considerations; social security benefits and medicare; and life after retirement.

Recommended Prerequisite(s): none

Target Participants: open to FERS employees only (employees 5 years from retirement) and their spouses (attendance of a spouse must be noted on the DOE Form 3410.4, Block 16)

CSRS Mid-Career Preparation Seminar (HQ233)**2 days**

This seminar is designed to help participants understand the importance of long-range decision making regarding benefits and career and financial goals. Topics covered include: CSRS benefits; Social Security benefits and Medicare; estate planning; financial planning; tax and legal issues; and health and fitness. Upon completion of this seminar, participants will be able to assess retirement, career and financial goals, develop plans to meet long range objectives, and make informed decisions regarding Federal benefits.

Recommended Prerequisite(s): none

Target Participants: open to CSRS employees only (employees 10 to 20 years from retirement. And their spouses (attendance of a spouse must be noted on the DOE F 3410.4 Block 16)

FERS Mid-Career Preparation Seminar (HQ234)**2 days**

This seminar is designed to help participants understand the importance of long -range decision making regarding benefits and career and financial goals. Topics covered include: FERS benefits; Social Security benefits and Medicare; estate planning; financial planning; tax and legal issues; and health and fitness. Upon completion of this seminar, participants will be able to assess retirement, career and financial goals, develop plans to meet long range objectives, and make informed decisions regarding Federal benefits

Recommended Prerequisite(s): none

Target Participants: open to FERS employees only (employees 10 to 20 years from retirement) and their spouses (attendance of a spouse must be noted on the DOE F 3410.4 Block 16)

Management Analysis (HQ241)**5 days**

This course is designed to cover the process needed to successfully conduct a management analysis study. The course objectives are to: identify the causes of organizational problems; develop a realistic plan to study the organization; use creative thinking to solve problems; write a report that explains findings and recommendations; and present study findings.

Recommended Prerequisite(s): none

Target Participants: *management analysts, staffing specialists, systems analysts, management and administrative specialists, budget analysts, program analysts, and computer specialists*

Project Management for Support Staff (HQ327)**3 days**

This is a basic work management course designed with a project management approach to improve operations and reduce costs. The participants will be introduced to basic project management concepts, terminology, and procedures; systems documentation, including fact-finding and interviewing techniques; and strategies for implementing work definition, organizing, sequencing, staffing, and tasking.

Recommended Prerequisite(s): none

Target Participants: *secretarial/clerical support staff*

Essentials of English (HQ605)**4 days**

This course is designed to help improve the participants' knowledge of grammar, capitalization, spelling, and punctuation usage. Participants will practice writing sentences and memoranda. Upon completion of the course, participants will be able to: understand basic grammar, capitalization, spelling, and punctuation usage; correct common grammatical and usage errors; identify what to avoid and what to include; and follow Federal government rules for punctuation and capitalization usage.

Recommended Prerequisite(s): none

Target Participants: *all DOE employees*

Interpersonal Communications (HQ606)**2 days**

This course covers a variety of communication topics including body language, effective listening skills, strategies for dealing with difficult behavior, and barriers to communication. Upon completion of the course, participants will be able to: understand the impact of body language in the communication process; develop effective listening skills; handle human relations problems in the workplace; give and receive feedback; and overcome barriers to communication.

Recommended Prerequisite(s): none

Target Participants: *all DOE employees*

Proofreading (HQ608)**1 day**

This course is designed to help participants develop proofreading accuracy and speed through directed, practical exercises. Emphasis will be placed on the detection of errors and omission of unnecessary words, phrases, or numbers. Activities will include discussions, lectures, and practice exercises. Upon completion of the course, participants will be able to: understand the importance of proofreading; detect errors in work products; use proofreading symbols; and employ different methods of proofreading for different materials.

Recommended Prerequisite(s): none

Target Participants: all DOE employees

Time Management (HQ615)**2 days**

This course is designed to help participants learn sound principles of time management. Emphasis is placed on organizing, planning, and prioritizing work assignments. Participants will then apply these principles by identifying individual problem areas and drafting plans to become more effective. Upon completion of this course, they will be able to: plan a day; schedule realistically; reduce interruptions, eliminate time wasters; identify and prioritize tasks, and balance long and short range planning.

Recommended Prerequisite(s): none

Target Participants: all DOE employees who wish to improve their management of time

Professional Skills Contract Pricing Zones

The pricing structure for this contract provides for four Zones within the continental United States. When ordering any item from the Schedule of Supplies and Services, please be sure to select the Contract Line Item Number (CLIN) appropriate to the Zone in which the activity is to occur. Although AMCI has chosen to set the same price for all four Zones for the fixed price training development and recurring course delivery section of the Contract, DOE is still required to track items by Zone. The Ancillary Training Management Support Services are priced on a time and materials basis by Zone. We have provided, on the following page, a map illustrating the four Zones for your use in ordering items from the Contract.

Insert color map “DOE Professional Skills Contract – Pricing Zones” here.

Training Design, Development, and Deliveries

The design, development, and recurring delivery of Professional Skills training for Department of Energy personnel remains the traditional core of the Program. The Program's contract provides a competitively awarded, fixed price performance based structure in which new courses can be developed to meet current and emerging training requirements. It also provides for recurring delivery of new and existing courses on a fixed price basis. By standardizing training which has a complex-wide application, the Department can eliminate the cost of redundant course development, purchase course deliveries at a competitively established price, and control the content and quality of material presented. These objectives are a fundamental part of DOE's Corporate Approach to Training.

Course Development

New courses may be developed in any of the curricula included under the Professional Skills Training Program. Where there is clearly a Department-wide application for new training, such as that identified by a Center of Excellence, you may want to consider partnering with another program or office to share the development costs. There are three steps to the development process. These have been established and proven effective in the development of new training materials on a cost-effective, fixed price basis.

- Step 1: Detailed Outline:** Working closely with the Office of Training and Human Resource Development's Program Manager and AMCI, the team will develop a set of course learning objectives which, when accepted, become the basis for an instructional design outline of the course. The approved outline establishes the lesson objectives, organization, content and schedule for the course.
- Step 2: Courseware Development:** Using the Detailed Outline as the performance standard, the development team will draft all required courseware to meet the established learning objectives. Courseware may include, for example, lesson plans, visual aids, skill based exercises, job aids, supplemental reading or handouts, glossaries, quizzes and examinations. These will be organized in a participant's guide, with an accompanying instructor's guide designed to facilitate successful presentation of the course. Once reviewed and approved, this courseware is then used for the prototype delivery of the new training.

Step 3: Prototype: The sponsor program or office, the Office of Training and Human Resource Development, and AMCI will conduct an initial presentation of the training course to validate its design and development against the learning objectives. Normally, 16 to 20 representative “target audience” participants and an appropriate number of sponsor and technical reviewers constitute the class. After detailed daily reviews of the training, required modifications are identified, courseware changed, and a final delivery-ready version developed for sponsor and the Office of Training and Human Resource Development approval. The course is then ready to be placed into a recurring delivery mode.

Depending on the projected length of the course, nominal development time, including DOE reviews and the prototype, is eighteen weeks. During the planning phase, this may be adjusted to meet the particular schedule requirements and nature of the course material.

Special note: The Professional Skills Training Program requires its contractor, AMCI, to maintain delivered courseware in a current, updated status. Once developed, the Office of Training and Human Resource Development and DOE’s sponsor/subject matter experts work closely with AMCI to ensure changes in policy or procedures are incorporated into future deliveries of training courses. The cost for accomplishing this is built into the fixed price of each recurring delivery.

Course Tailoring

Should you desire to modify existing course materials to incorporate program or site specific applications, please contact the Office of Training and Human Resource Development or AMCI. This has proven to be a particularly cost-effective method for providing standardized knowledge while developing skills using relevant local case studies, contract language, or project issues. Modifying existing materials buys your site a proven course tailored to your needs without the high costs of the full development process. The cost for course modifications varies depending on how much time is required to make the necessary changes.

Technology Supported Learning

In support of DOE’s goal of increased training effectiveness, the Professional Skills Training Program is capable of developing technology-supported courseware, including both distance-learning and individualized training. This includes interactive television (ITV), multimedia (MM), computer-based training (CBT), and Internet and web-based training. For more information about these types of training, please contact Gretel Pinkney at DOE HQ (202-426-1329) or Bruce Hunter at AMCI (703-256-0509 ext. 123).

Course Development Price Schedule

Section B of the Professional Skills Training Program contract contains the pricing tables for course development and recurring deliveries. Each contract line item contains two figures. The first figure is the cost to perform the work and the second is the “at-risk” profit available to the contractor. The “at-risk” profit was set at a maximum of 12% of the cost and is awarded based upon the contract’s evaluation criteria. The actual price for each CLIN is the sum of these two figures. The total price for each CLIN is not actually calculated in the contract; both cost and profit must be added. To minimize confusion and mathematical errors in determining a line item’s price, we have developed price tables which provide the **price** for each CLIN.

The following tables provide prices for each Detailed Outline, Courseware Development, and Prototype CLIN. This is the figure to be used in any purchase document for course development. If you are interested in either Self-Study Courseware Development or Computer Assisted Courseware Development, please consult those pages in Section B of the contract. Prices for the Detailed Outline and Courseware Development are based upon the contract year and the projected length of the course. Prototypes are separately priced based on the contract year, zone, and course length. However, please note that the price is, in fact, the same for all four zones.



	2 Day Course	
Contract Yr.	CLIN	Price
Year 1	142	\$4,250.00
(3/25/98-3/24/99)		
Year 2	149	\$4,378.00
(3/25/99-3/24/00)		
Year 3	156	\$4,509.00
(3/25/00-3/24/01)		
Year 4	163	\$4,645.00
(3/25/01-3/24/02)		
Year 5	170	\$4,784.00
(3/25/02-3/24/03)		
	3 Day Course	
Contract Yr.	CLIN	Price
Year 1	143	\$5,718.00
(3/25/98-3/24/99)		
Year 2	150	\$5,889.00
(3/25/99-3/24/00)		
Year 3	157	\$6,066.00
(3/25/00-3/24/01)		
Year 4	164	\$6,247.00
(3/25/01-3/24/02)		
Year 5	171	\$6,434.00
(3/25/02-3/24/03)		

Professional Skills Training Price Schedule		
Contract # DE-AM01-98AD83857		
Course Design & Development		
1 Day Course		
Contract Yr.	CLIN	Price
Year 1	176	\$5,882.00
(3/25/98-3/24/99)		
Year 2	183	\$6,059.00
(3/25/99-3/24/00)		
Year 3	190	\$6,241.00
(3/25/00-3/24/01)		
Year 4	197	\$6,428.00
(3/25/01-3/24/02)		
Year 5	204	\$6,620.00
(3/25/02-3/24/03)		
2 Day Course		
Contract Yr.	CLIN	Price
Year 1	177	\$7,980.00
(3/25/98-3/24/99)		
Year 2	184	\$8,220.00
(3/25/99-3/24/00)		
Year 3	191	\$8,466.00
(3/25/00-3/24/01)		
Year 4	198	\$8,720.00
(3/25/01-3/24/02)		
Year 5	205	\$8,982.00
(3/25/02-3/24/03)		
3 Day Course		
Contract Yr.	CLIN	Price
Year 1	178	\$11,920.00
(3/25/98-3/24/99)		
Year 2	185	\$12,277.00
(3/25/99-3/24/00)		
Year 3	192	\$12,646.00
(3/25/00-3/24/01)		
Year 4	199	\$13,026.00
(3/25/01-3/24/02)		
Year 5	206	\$13,416.00
(3/25/02-3/24/03)		

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Professional Skills Training Price Schedule		
Contract # DE-AM01-98AD8385		
Prototype Deliveries		
1 Day Course		
Contract Yr.	CLIN (Zone/#)	Price
Year 1	A/281; B/282;	\$8,734.00
(3/25/98-3/24/99)	C/283; D/284	
Year 2	A/309; B/310;	\$8,996.00
(3/25/99-3/24/00)	C/311; D/312	
Year 3	A/337; B/338;	\$9,266.00
(3/25/00-3/24/01)	C/339; D/340	
Year 4	A/365; B/366;	\$9,544.00
(3/25/01-3/24/02)	C/367; D/368	
Year 5	A/393; B/394;	\$9,830.00
(3/25/02-3/24/03)	C/395; D/396	
2 Day Course		
Contract Yr.	CLIN (Zone/#)	Price
Year 1	A/285; B/286;	\$11,457.00
(3/25/98-3/24/99)	C/287; D/288	
Year 2	A/313; B/314;	\$11,800.00
(3/25/99-3/24/00)	C/315; D/316	
Year 3	A/341; B/342;	\$12,154.00
(3/25/00-3/24/01)	C/343; D/344	
Year 4	A/369; B/370;	\$12,518.00
(3/25/01-3/24/02)	C/371; D/372	
Year 5	A/397; B/398;	\$12,893.00
(3/25/02-3/24/03)	C/399; D/400	
3 Day Course		
Contract Yr.	CLIN (Zone/#)	Price
Year 1	A/289; B/290	\$13,155.00
(3/25/98-3/24/99)	C/291; D/292	
Year 2	A/317; B/318;	\$13,550.00
(3/25/99-3/24/00)	C/319; D/320	
Year 3	A/345; B/346;	\$13,956.00
(3/25/00-3/24/01)	C/347; D/348	
Year 4	A/373; B/374;	\$14,375.00
(3/25/01-3/24/02)	C/375; D/376	
Year 5	A/401; B/402;	\$14,806.00
(3/25/02-3/24/03)	C/403; D/404	

Professional Skills Training Price Schedule		
Contract # DE-AM01-98AD83857		
Prototype Deliveries, cont'd		
4 Day Course		
Contract Yr.	CLIN (Zone/#)	Price
Year 1	A/293; B/294;	\$15,829.00
(3/25/98-3/24/99)	C/295; D/296	
Year 2	A/321; B/322;	\$16,304.00
(3/25/99-3/24/00)	C/323; D/324	
Year 3	A/349; B/350;	\$16,793.00
(3/25/00-3/24/01)	C/351; D/352	
Year 4	A/377; B/378;	\$17,297.00
(3/25/01-3/24/02)	C/379; D/380	
Year 5	A/405; B/406;	\$17,816.00
(3/25/02-3/24/03)	C/407; D/408	
5 Day Course		
Contract Yr.	CLIN (Zone/#)	Price
Year 1	A/297; B/298;	\$18,422.00
(3/25/98-3/24/99)	C/299; D/300	
Year 2	A/325; B/326;	\$18,974.00
(3/25/99-3/24/00)	C/327; D/328	
Year 3	A/353; B/354;	\$19,543.00
(3/25/00-3/24/01)	C/355; D/356	
Year 4	A/381; B/382;	\$20,129.00
(3/25/01-3/24/02)	C/383; D/384	
Year 5	A/409; B/410;	\$20,732.00
(3/25/02-3/24/03)	C/411; D/412	
10 Day Course		
Contract Yr.	CLIN (Zone/#)	Price
Year 1	A/301; B/302;	\$33,726.00
(3/25/98-3/24/99)	C/303; D/304	
Year 2	A/329; B/330;	\$34,738.00
(3/25/99-3/24/00)	C/331; D/332	
Year 3	A/357; B/358;	\$35,780.00
(3/25/00-3/24/01)	C/359; D/360	
Year 4	A/385; B/386;	\$36,852.00
(3/25/01-3/24/02)	C/387; D/388	
Year 5	A/413; B/414;	\$37,958.00
(3/25/02-3/24/03)	C/415; D/416	

Recurring Deliveries

The Professional Skills Training Program offers a wide variety of training courses and workshops in five basic curricula: Acquisition Management; Program Management; Project Management; Technical; and Interdisciplinary Skills. Approximately ninety courses have already been developed and are available “off-the-shelf” for delivery throughout the DOE complex. These courses are commonly referred to as “recurring deliveries.” These courses are 1, 2, 3, 4, 5, 10, or 15 days in length, depending on the specific topic and regulatory requirements governing the training. A list of these courses and their descriptions appears in this catalog. As discussed earlier, AMCI can tailor off-the-shelf courses to the specific practices of your site while maintaining the learning objectives of the course, enabling you to save on development costs. Please refer to the section “Course Development” for more information on tailoring courses.

As new courses are developed through this Program, or externally developed courses are incorporated for complex-wide delivery, this catalog listing will be updated.

Depending on the subject matter, course design and length, and number of participants, courses may be presented with either one or two instructors. Ten and fifteen day courses have two instructors. Generally speaking, where computer-assisted training or skills level training is involved, small participant-instructor ratios merit two instructors or limited class size. Ideal class size for Level I knowledge-based courses is 15 - 25 participants, with 35 being the maximum. With Level II skill-based courses or courses using computers, class size is limited to 15 attendees with one instructor. A greater number of participants would mandate the second instructor.

Recurring deliveries have historically varied by geographic zone. The price for course deliveries is now the same for every zone in the contract. However, Contract Line Item Numbers (CLINs) still differentiate between zones in order to track the demand by site over the five-year duration of the current contract.

Ordering Information

How to Order

Once you have determined the need for training services contained in AMCI's scope of work, contact the appropriate DOE series manager or any of the AMCI personnel listed in this catalog with your request indicating the course, the number of participants expected to attend, and the time period during which you would like the course to be held. AMCI will identify an instructor for the course and add it to the course schedule.

At the same time, you should also identify funding for the offering and begin the process to officially obligate that funding. Payment can be made in 2 ways:

1. Your office transfers the funds to the Office of Training and Human Development from where payment will be made after the delivery; or
2. Your office can issue a purchase order directly to AMCI referencing the Professional Skills Training contract number.

Cancellation Policy

Please work closely with the Office of Professional and Technical Skills Program managers to ensure successful execution of scheduled courses and early cancellation of courses that are projected to have minimal attendance. Our customer service objective is to make these decisions in a timely manner in order to notify all participants at least **two weeks** prior to a class's convening date.

There is a 10% cancellation fee for courses canceled within 5 days of the start of the course. Cancellations made prior to 5 days before the start of the course are not subject to penalties. With strong communication about forthcoming deliveries and close coordination on enrollment, we anticipate minimal cancellation issues.

Professional Skills Training Price Schedule
Contract # DE-AM01-98AD83857

Course Delivery - Acquisition, Program, Project, Interdiscipl

1 Day Course			
Contract Yr.	# Instructors	CLIN (Zone/#)	Price
Year 1	1	A /1 ; B /2 ;	\$4,934.00
(3/25/98-3/24/99)	2	C /3 ; D /4	\$8,167.00
Year 2	1	A /29 ; B /30 ;	\$5,081.00
(3/25/99-3/24/00)	2	C /31 ; D /32	\$8,412.00
Year 3	1	A /57 ; B /58 ;	\$5,234.00
(3/25/00-3/24/01)	2	C /59 ; D /60	\$8,664.00
Year 4	1	A /85 ; B /86 ;	\$5,391.00
(3/25/01-3/24/02)	2	C /87 ; D /88	\$8,924.00
Year 5	1	A /113 ; B /114 ;	\$5,553.00
(3/25/02-3/24/03)	2	C /115 ; D /116	\$9,192.00

2 Day Course			
Contract Yr.	# Instructors	CLIN (Zone/#)	Price
Year 1	1	A /5 ; B /6 ;	\$6,716.00
(3/25/98-3/24/99)	2	C /7 ; D /8	\$10,871.00
Year 2	1	A /33 ; B /34 ;	\$6,917.00
(3/25/99-3/24/00)	2	C /35 ; D /36	\$11,197.00
Year 3	1	A /61 ; B /62 ;	\$7,124.00
(3/25/00-3/24/01)	2	C /63 ; D /64	\$11,533.00
Year 4	1	A /89 ; B /90 ;	\$7,338.00
(3/25/01-3/24/02)	2	C /91 ; D /92	\$11,879.00
Year 5	1	A /117 ; B /118 ;	\$7,559.00
(3/25/02-3/24/03)	2	C /119 ; D /120	\$12,235.00

3 Day Course			
Contract Yr.	# Instructors	CLIN (Zone/#)	Price
Year 1	1	A /9 ; B /10 ; C /11 ;	\$8,116.00
(3/25/98-3/24/99)	2	D /12	\$12,778.00
Year 2	1	A /37 ; B /38 ;	\$8,359.00
(3/25/99-3/24/00)	2	C /39 ; D /40	\$13,161.00
Year 3	1	A /65 ; B /66 ;	\$8,609.00
(3/25/00-3/24/01)	2	C /67 ; D /68	\$13,556.00
Year 4	1	A /93 ; B /94	\$8,868.00
(3/25/01-3/24/02)	2	C /95 ; D /96	\$13,963.00
Year 5	1	A /121 ; B /122 ;	\$9,135.00
(3/25/02-3/24/03)	2	C /123 ; D /124	\$14,382.00

Training Management Services (Ancillary Support)

This section of DOE's Professional Skills Training Program, treated under the contract as "Ancillary Support Services" provides for a broad spectrum of administrative training and education or career development services. These services will be accomplished on a level of effort time and materials basis. This means labor will be provided based upon a specified labor category and estimated number of hours required to complete the work. Materials relevant to the work may be purchased under the same task order.

The intent of this Program section is to provide training management services which:

- Support DOE training teams
- Assist in the administration of Centers of Excellence
- Address and recommend solutions to training problems and issues at DOE sites
- Integrate technology-supported learning, where appropriate

The following provides a representative, but not all-inclusive, list of short-term activities that are addressed under the Program's contract:

- **Training needs assessments** — for the purpose of recommending training priorities, recommending courses to be taught at Centers of Excellence, identification of training and education needs that can be met through partnering arrangements.
- **Training surveys** — for the purpose of recommending training specific courses of action that will achieve training and education programmatic improvements, the identification of specific professional and technical learning materials throughout the DOE complex.
- **Competency development** — for the purpose of assuring that DOE learning activities are designed to meet specific mission-related and/or job-related competencies.
- **Training & development business plan** — to support the development of a Department-wide Training and Development Business Plan that meets the intent of the DOE Strategic Plan and the Government Performance Results Act. This may include the development of performance measures, identification of potential areas of cost-savings/cost-avoidance, as well as development of specific programmatic metrics in support of this business plan.
- **Evaluation activities** — to support assessment of Department-wide training and education as well as professional development activities; e.g., review of learning activities to make recommendations to DOE management on consistency, appropriateness, required corrective actions, findings from site visits, cost effectiveness, etc.

- **Research activities** — to support selection of alternative training and education media, to support recommendations of specific implementation processes, to provide recommendations to DOE management with regard to developmental activities, learning activities competency requirements; to provide cost analyses, as well as analyses of required/needed programmatic modifications.
- **Report writing** — for the purpose of preparation of briefings, interpretations, review and comment on proposed courses of action, and/or implementation processes, e.g., Lead Site Activities. In addition, to present findings as a result of training and development research activities conducted in support of Defense Nuclear Facilities Safety Board recommendations, outreach efforts with academia, and to address needed corrective actions.
- **Schedule development** — to support the development of the annual Professional and Technical Skills Training Program Calendar, the scheduling of courses complex-wide through the Universal Catalog, and overall programmatic goals and milestone tracking, and logistics schedules.
- **Training administration activities** — for the purpose of gathering, cataloging, collecting learning materials as needed; to support training teams during the course of training and education projects with the preparation of required materials and/or data packets; to provide typing and correspondence support as necessary to support Department of Energy training and education programs, e.g., preparation of Certifications of Completion for training and education learning activities.
- **Logistics/meeting coordination activities** — for the purpose of planning, scheduling, and supporting the Office of Training and Human Resource Development in meetings; to support the drafting of memoranda and reports, preparing presentations, dissemination of training and education materials in an electronic format, assisting in the development of job aids. In addition, to provide support for the DOE Centers of Excellence, the Technical Leadership Development Program and Department-wide training and education programs. This may include administrative support and Individual Development Plan (IDP) recordkeeping activities, and other special service requests. This may also include coordinating Headquarters and Field requests, instructor assignments, courseware logistics, delivery order/invoice procedures, course evaluation and performance tracking reports (e.g., Reports) and course maintenance activities.
- **Administrative assistance** — for the purpose of providing support activities such as typing, filing, photocopying, and preparation of materials for meetings, travel authorizations, travel vouchers, etc. In addition, provides assistance, as necessary to Program Manager, Senior Program Analyst, and Project Manager. Also, provides assistance in routine tasks such as course completion certificates, course roster data base, and training participant support.

A description of each of these services can be found in Section L of the Professional Skills Training contract. In general, any training management or support activity which does not directly entail the design, development, or delivery of a training course, but which does facilitate the analysis, planning, budgeting, execution, and evaluation of DOE training and performance may be treated under this contract provision.

To meet this requirement, the Office of Training and Human Resource Development will provide support under one or more of these labor categories:

- Program Manager
- Project Manager
- Senior Program Analyst
- Technical Writer/Editor
- Research/Administrative Assistant
- Administrative Support

Please consult with the Office of Training and Human Resource Development, or AMCI directly, to develop an estimate of the level of effort which would be required to perform any of the training management services you require. We have placed a team in each of the four contractual Zones to ensure direct support while minimizing the costs. Services would be ordered based upon the estimated hours for each labor category by Zone. Materials would be separately identified and cost estimates obtained before AMCI is given final authorization to purchase them on behalf of the Department. The following tables summarize the Ancillary Training Management Support Service Price Schedules for each contract year.

Training Management Services Price Schedule

Professional Skills Training Price Schedule				
Contract #DE-AM01-98AD83857				
Ancillary Support Services				
Contract Year 1 - 3/25/98 - 3/24/99				
Position	Zone	CLIN	Rate/hr.	Daily Rate
Program Manager	A	421	\$102.86	\$822.88
Program Manager	B	422	n/a	n/a
Program Manager	C	423	n/a	n/a
Program Manager	D	424	n/a	n/a
Project Manager	A	425	\$100.54	\$804.32
Project Manager	B	426	\$97.20	\$777.60
Project Manager	C	427	\$153.08	\$1,224.64
Project Manager	D	428	\$97.20	\$777.60
Sr. Program Analyst	A	429	\$98.87	\$790.96
Sr. Program Analyst	B	430	\$97.20	\$777.60
Sr. Program Analyst	C	431	\$101.09	\$808.72
Sr. Program Analyst	D	432	\$89.10	\$712.80
Technical Writer	A	433	\$95.18	\$761.44
Technical Writer	B	434	\$81.00	\$648.00
Technical Writer	C	435	\$60.76	\$486.08
Technical Writer	D	436	\$81.00	\$648.00
Researcher/AA	A	437	\$48.40	\$387.20
Researcher/AA	B	438	\$56.70	\$453.60
Researcher/AA	C	439	\$60.76	\$486.08
Researcher/AA	D	440	\$56.70	\$453.60
Administrative	A	441	\$42.35	\$338.80
Administrative	B	442	\$39.33	\$314.64
Administrative	C	443	\$43.40	\$347.20
Administrative	D	444	\$36.30	\$290.40

Professional Skills Training Price Schedule				
Contract #DE-AM01-98AD83857				
Ancillary Support Services				
Contract Year 2 - 3/25/99 - 3/24/00				
Position	Zone	CLIN	Rate/hr.	Daily Rate
Program Manager	A	445	\$105.95	\$847.60
Program Manager	B	n/a	n/a	n/a
Program Manager	C	n/a	n/a	n/a
Program Manager	D	n/a	n/a	n/a
Project Manager	A	449	\$103.56	\$828.48
Project Manager	B	450	\$100.12	\$800.96
Project Manager	C	451	\$157.67	\$1,261.36
Project Manager	D	452	\$100.12	\$800.96
Sr. Program Analyst	A	453	\$101.84	\$814.72
Sr. Program Analyst	B	454	\$100.12	\$800.96
Sr. Program Analyst	C	455	\$104.12	\$832.96
Sr. Program Analyst	D	456	\$91.77	\$734.16
Technical Writer	A	457	\$98.04	\$784.32
Technical Writer	B	458	\$83.43	\$667.44
Technical Writer	C	459	\$62.58	\$500.64
Technical Writer	D	460	\$83.43	\$667.44
Researcher/AA	A	461	\$49.85	\$398.80
Researcher/AA	B	462	\$58.40	\$467.20
Researcher/AA	C	463	\$62.58	\$500.64
Researcher/AA	D	464	\$58.40	\$467.20
Administrative	A	465	\$43.62	\$348.96
Administrative	B	466	\$40.51	\$324.08
Administrative	C	467	\$44.70	\$357.60
Administrative	D	468	\$37.39	\$299.12

Contract Year 3 - 3/25/00 - 3/24/01				
Position	Zone	CLIN	Rate/hr.	Daily Rate
Program Manager	A	469	\$109.13	\$873.04
Program Manager	B	470	n/a	n/a
Program Manager	C	471	n/a	n/a
Program Manager	D	472	n/a	n/a
Project Manager	A	473	\$106.67	\$853.36
Project Manager	B	474	\$103.12	\$824.96
Project Manager	C	475	\$162.40	\$1,299.20
Project Manager	D	476	\$103.12	\$824.96
Sr. Program Analyst	A	477	\$104.89	\$839.12
Sr. Program Analyst	B	478	\$103.12	\$824.96
Sr. Program Analyst	C	479	\$107.24	\$857.92
Sr. Program Analyst	D	480	\$94.52	\$756.16
Technical Writer	A	481	\$100.98	\$807.84
Technical Writer	B	482	\$85.93	\$687.44
Technical Writer	C	483	\$64.46	\$515.68
Technical Writer	D	484	\$85.93	\$687.44
Researcher/AA	A	485	\$51.35	\$410.80
Researcher/AA	B	486	\$60.15	\$481.20
Researcher/AA	C	487	\$64.46	\$515.68
Researcher/AA	D	488	\$60.15	\$481.20
Administrative	A	489	\$44.93	\$359.44
Administrative	B	490	\$41.73	\$333.84
Administrative	C	491	\$46.04	\$368.32
Administrative	D	492	\$38.51	\$308.08

Professional Skills Training Price Schedule				
Contract #DE-AM01-98AD83857				
Ancillary Support Services				
Contract Year 4 - 3/25/01 - 3/24/02				
Position	Zone	CLIN	Rate/hr.	Daily Rate
Program Manager	A	493	\$112.40	\$899.20
Program Manager	B	494	n/a	n/a
Program Manager	C	495	n/a	n/a
Program Manager	D	496	n/a	n/a
Project Manager	A	497	\$109.87	\$878.96
Project Manager	B	498	\$106.21	\$849.68
Project Manager	C	499	\$167.27	\$1,338.16
Project Manager	D	500	\$106.21	\$849.68
Sr. Program Analyst	A	501	\$108.04	\$864.32
Sr. Program Analyst	B	502	\$106.21	\$849.68
Sr. Program Analyst	C	503	\$110.46	\$883.68
Sr. Program Analyst	D	504	\$97.36	\$778.88
Technical Writer	A	505	\$104.01	\$832.08
Technical Writer	B	506	\$88.51	\$708.08
Technical Writer	C	507	\$66.39	\$531.12
Technical Writer	D	508	\$88.51	\$708.08
Researcher/AA	A	509	\$52.89	\$423.12
Researcher/AA	B	510	\$61.96	\$495.68
Researcher/AA	C	511	\$66.39	\$531.12
Researcher/AA	D	512	\$61.95	\$495.60
Administrative	A	513	\$46.28	\$370.24
Administrative	B	514	\$42.98	\$343.84
Administrative	C	515	\$47.42	\$379.36
Administrative	D	516	\$39.67	\$317.36

Contract Year 5 - 3/25/02 - 3/24/03				
Position	Zone	CLIN	Rate/hr.	Daily Rate
Program Manager	A	517	\$115.87	\$926.96
Program Manager	B	518	n/a	n/a
Program Manager	C	519	n/a	n/a
Program Manager	D	520	n/a	n/a
Project Manager	A	521	\$113.17	\$905.36
Project Manager	B	522	\$109.40	\$875.20
Project Manager	C	523	\$172.29	\$1,378.32
Project Manager	D	524	\$109.40	\$875.20
Sr. Program Analyst	A	525	\$111.28	\$890.24
Sr. Program Analyst	B	526	\$109.40	\$875.20
Sr. Program Analyst	C	527	\$113.77	\$910.16
Sr. Program Analyst	D	528	\$100.28	\$802.24
Technical Writer	A	529	\$107.13	\$857.04
Technical Writer	B	530	\$91.17	\$729.36
Technical Writer	C	531	\$68.38	\$547.04
Technical Writer	D	532	\$91.17	\$729.36
Researcher/AA	A	533	\$54.48	\$435.84
Researcher/AA	B	534	\$63.82	\$510.56
Researcher/AA	C	535	\$68.38	\$547.04
Researcher/AA	D	536	\$63.81	\$510.48
Administrative	A	537	\$47.67	\$381.36
Administrative	B	538	\$44.27	\$354.16
Administrative	C	539	\$48.84	\$390.72
Administrative	D	540	\$40.86	\$326.88

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March 25, 1998 – March 24, 2003